



MANSFIELD STATE COLLEGE 76-77

Password is the student handbook designed to familiarize students with Mansfield State College and the community. It provides a source of information regarding regulations and policies effective on campus, tells about major events, customs, organizations, etc., and is a reference book of general information about the college. Acceptance of admission to the College constitutes agreement to comply with its rules, and each student is responsible for knowledge of the regulations contained in this publication.

Mansfield State College is committed to affirmative action to assure equal opportunity for all persons regardless of race, color, religion, national origin, ancestry, sex or age.



PRESIDENT'S MESSAGE

To Our New and Returning Students:

Your decision to enroll at Mansfield State College and begin the deliberate progression through a baccalaureate program indicates that you have chosen to take full advantage of a tremendous opportunity for personal growth. Concurrently, you have assumed the responsibility to make the most of that opportunity.

The faculty, administrative staff and selected members of the student body are readily available to assist you in meeting your obligations in the pursuit of academic success. You are encouraged to seek out appropriate members of these groups, in designing your academic program and in resolving problems and concerns.

The **PASSWORD**, along with the undergraduate catalogue, 1975/77, and the various school and departmental brochures, will provide you with the basic information needed during your Mansfield years.

We urge you to participate fully in the various educational, cultural and social activities which will be open to you.

I take this opportunity not only to welcome you, but to also wish you success in your total Mansfield experiences.

LAWRENCE PARK
President

PASSWORD 1976-77

ACKNOWLEDGEMENTS

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**MANSFIELD STATE COLLEGE
MANSFIELD, PENNSYLVANIA**

ACADEMIC CALENDAR 1976-77

SUMMER SESSIONS 1976

Registration, Classes begin	June 7
Last day of classes, Final exams	June 25
Alumni Weekend	June 19-20
Registration, Classes begin	June 28
Last day of classes, Final exams	August 6
Registration, Classes begin	August 9
Last Day of classes, Final exams	August 27

FALL SEMESTER 1976

Faculty Orientation	September 3
Registration	September 7
Check-in, Classes begin	September 8
Last day to add classes	September 22
Pre-registration for spring semester	October 20-November 19
Mid semester grades due	October 29
Last day to drop classes	November 9
Thanksgiving break	November 25-28
Classes resume	November 29
Special class schedule, final exams	December 17-21
Last day of classes	December 21
Semester grades due	December 23

SPRING SEMESTER 1977

Registration	January 17
Check-in, Classes begin	January 18
Last day to add classes	February 2
Pre-registration for fall semester	March 16-April 20
Mid semester grades due	March 10
Last day to drop classes	March 21
Spring break	March 25-April 4
Classes resume	April 5
Special class schedule, Final exams	May 9-12
Last day of classes	May 12
Commencement	May 14
Semester grades due	May 16
Alumni Weekend	June 24-25

THE COLLEGE

In 1857, the Mansfield Classical Seminary opened with a registration of 105 students. Four months later the original building burned to the ground; however, prominent citizens of the area, who had done much of the preliminary planning for the original structure, renewed building operations with the result that South Hall was available for the formal opening of school, November 23, 1859.

In 1862, because of the serious financial difficulties of the Seminary, the Commonwealth of Pennsylvania acceded to the request of the trustees and established it as the Normal School of the Fifth District.

Student Teaching was organized in 1871, in conjunction with the elementary grades of the Mansfield Soldiers Orphans School. Later, when the need for the Orphans School no longer existed and it was dissolved, the lower grades of the local public school were utilized for this phase of teacher education. A modern laboratory school for the lower grades was opened on the campus in 1914. In 1926, the Normal School was authorized to confer the degree of Bachelor of Science in Elementary and Secondary Education. A year later, the institution was designated Mansfield State Teachers College.

Since the authorization of the College to grant the B.S. in Education, Mansfield has expanded its curriculum to include such special fields as Music Education, Home Economics Education, Library Science, Public School Nursing, Art Education, and Special Education.

Indicating a broadened concept of professional preparation, the Pennsylvania Legislature on January 8, 1960 authorized the title of Mansfield State College. To better fulfill the broadened concept for professional preparation, Mansfield was given the right to offer a Liberal Arts Program in January 1963. Graduate programs in Music Education, Elementary Education, Mathematics, History, and English were also added.

The campus of Mansfield State College occupies a hilltop setting high over the Borough, surrounded by a semicircle of still higher elevations. Architects have made use of the College's sloping 175 acres to create attractive grounds, where tall trees and lawns provide an atmosphere of quiet dignity. The present campus, consisting of 31 principal buildings will continue to expand. In the process of being completed are a Maintenance Building, Recreation areas, roads, and parking lots. Future campus development includes a Research and Learning Center; Fine Arts Center; dormitories, alterations to Straughn Auditorium; and other projects.

VICE PRESIDENTS



DR. DONALD DARNTON
Vice-President for Academic Affairs

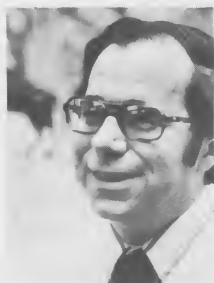


DR. GEORGE MILLER
Vice-President
for Administrative Affairs



DR. ROBERT L. SCOTT
Vice-President
for Student Affairs

ADMINISTRATORS



DR. MICHAEL PINCUS
Dean of Arts and
Sciences



ELAINE DIBIASE
Assistant to the Vice-President
for Academic Affairs



DR. DAVID PELTIER
Dean of Graduate Studies



RODNEY KELCHNER
Dean of Students



WILLIAM WANICH
Assistant to the Office of
Academic Affairs

OFFICES

The following offices are located in the Alumni Hall Library Administration Building:

Office of the President	Room 118
Assistant to the President	Room 122
Vice President for Academic Affairs	Room 106
Associate Vice-President for Academic Affairs	Room 104
Assistant to the Vice-President for Academic Affairs	Room 122
Director of Admissions	Room G9
Assistant Director of Admissions	Room G7
Office of Graduate Studies	Room 109
Registrar	Room G11
Vice-President for Administrative Affairs	Room 111
Director of Budgets and Accounts	Room 130
Computer Service Center	Room 125
Computer Service Center	Room G1
Institutional Planning	Room 136
Director of Personnel Services	Room 128
Revenue Office	Room 138

The following offices are located in Memorial Hall:

Vice-President for Student Affairs	Room 210
Central Banking	Room 205
College Student Services, Inc.	Room 208
Student Government Association	Room 214
College Union Board	Room 215
Carontawan	Room 211
Flashlight	Room 217

The following offices are located in South Hall:

Dean of Students	Room 110
Residence Life Office	Room 106
Financial Aid Office	Room 107
Office of Career Planning and Placement	Room 204
Coordinator of Student Activities	Room 102
Director of Special Programs	Room 103
Counselor-Equal Education Opportunity Program	Room 100

STUDENT LIFE



JOSEPH MARESCO
Director of
Residence Life

RESIDENCE LIFE

106 South Hall



BARBARA PASKVAN
Associate Director
Residence Life



CHARLES LAMB
Assistant Director
Residence Life



PETER LARSEN
Assistant Director
Residence Life



WILLIE YOUNG
Assistant Director
Residence Life

Education, in its broadest sense, is a product not just of classroom learning, but also of knowledge gained from sharing ideas and experiences with others in the informal situations which residence halls provide. The Residence Life staff at Mansfield State College works with the residence hall councils of each building, student staff members (Resident Assistants) and interested faculty members in an effort to provide a positive environment which will help supplement and expand the education of each student.

The College, recognizing the value in diversity, is interested in having students representing all creeds, races and ethnic groups living in College residence halls. Therefore, and in compliance with the Pennsylvania Fair Education Practice Act, all residence hall assignments are made without regard to race, religion, color or national origin. Having accepted the Pennsylvania Fair Education Act, we feel that a cross-section of cultures provides a cosmopolitan community. The College also complies with the Federal Civil Rights Act, Title IV.

RESIDENCE REQUIREMENTS

1. All students are required by the college to reside in residence halls when there is space available.
2. Exceptions to the above may be made on the basis of age, place of permanent residence, or marital status.
3. Each student prior to occupying a room, must sign a housing agreement provided by the college or owner of the residence hall and pay all designated fees and deposits.
4. Board in the college dining hall is mandatory for students residing in residence halls.
5. All students residing in a residence hall are required to abide by regulations as prescribed by the college and/or residence hall council.
6. Mansfield State College reserves the right to enter and inspect all residence hall rooms, but will in all possible circumstances recognize and respect the individual's right to privacy.

RESIDENCE HALL STAFF

Resident Assistants (RA's)

Upperclass students employed by the Residence Life Office who live in the residence halls and whose purpose is to provide information and basic counseling to students, to help build and maintain a sense of community and mutual responsibility in the halls.

Assistant Directors of Residence Life

These are full-time professional employees of the College who live in the residence halls and who are responsible for coordinating all educational and managerial aspects of a residence hall. In general, they work with the students, RA's, Hall Councils and the Residence Life Office to provide an environment within which each student can cope with social change, resolve conflicts with others, and develop to his/her fullest potential.

RESIDENCE HALL GOVERNMENT

Central to the enhancement of learning in the halls is the residence hall government system. Each hall elects its own council which provides, with the help of its advisor, educational and social programs for the residents of the hall. The All Residence Hall Council, which consists of representatives from each individual hall council, provides programs and recreation equipment for all resident students, as well as programming ideas and financial support for hall councils.

RESIDENCE HALL FACILITIES

Care of Facilities

Each resident assumes responsibility for the proper maintenance of his/her room and the common areas of the residence hall. Students are expected to maintain reasonable levels of cleanliness in these areas.

Cleaning supplies are provided in each hall for students' needs. In addition, vacuum cleaners are also available.

A Project Room is provided in each hall for operations involving use of paints or other substances which may cause damage of a permanent nature. Please use this facility when working on projects that require working with such materials.

To avoid damage to student rooms, the use of tacks, nails, glue or tape on walls, woodwork or furniture is prohibited.

Damages

A Room Condition Form is completed by each student upon occupancy. Damages to individual rooms that were not noted at the time of occupancy are assumed to have been caused by the room occupants and will be charged accordingly.

Damage to common areas (i.e., lounges and corridors) are assessed to individuals or groups when individual responsibility cannot be determined. Damages which cannot reasonably be attributed to specific individuals or groups may be charged to the common campus damage account described under general student information.

Keys

Keys for individual rooms in the halls are distributed at check-in by the residence hall staff. Residents assume full responsibility for the care of the key. Information relative to replacement and collection of keys may be obtained from your residence hall staff. The replacement fee for lost keys is \$3.00/key.

Laundry

Complete laundry facilities are found in all residence halls and include coin-operated washers and dryers and tubs for hand laundry.

Ironing boards are provided in each building, but each student is responsible to provide his/her own iron.

Telephones

All residence hall rooms are provided with individual room phones. Long distance service for these phones is available as an option. In addition, halls have pay phones in their lobbies.

Refrigerators

The Residence Life Office supervises a refrigerator rental program for compact (3 cu. ft.) size refrigerators. Details are made available prior to each semester.

Linen

Students are responsible for supplying their own bed linen, towels, blankets and pillows or they may rent them from the commercial linen service authorized by the College. Details are made available prior to each semester.

Lounges and Recreation Areas

Lounge and recreation areas are provided for the residents of each hall. Guests of specific residents may use these facilities if accompanied by a resident. It is expected that residents and their guests will use good judgement while using the facilities of these areas. The rights of the residents to relative quiet should be respected by those using pianos, record players, T.V., etc. in the lounge areas.

Lounge areas are administered by the individual hall council; policy as to use of lounges by campus groups is developed by them yearly, and events are scheduled by the Building Director of each hall.

Vending Service

Each residence hall is equipped with food and beverage vending machines. A percentage of the profits from these machines is returned to the student activities program by way of College Community Services, Inc.

Requests for refunds resulting from losses by individual students should be made at the main desk in the hall where the loss occurred.

Mail Service

All students are assigned mailboxes in their own residence hall. Mail is delivered daily Monday through Friday.

Mail should be addressed as follows:

Name _____
Box # _____ Hall _____
Mansfield State College
Mansfield, Pennsylvania 16933

RESIDENCE HALL PROCEDURES

Registration

Each resident will complete a residence hall registration card, be

issued keys, and complete a Room Condition Form at check-in to your individual hall.

Residence Hall Check-Out Procedure for Vacations

1. Clean room
2. Close windows
3. Extinguish lights, unplug all appliances
4. Remove perishable items
5. Close and lock door

At the end of term or upon withdrawal:

1. Notify Assistant Director of Residence Life in your hall.
2. Clean room
3. Have room checked
4. Turn in keys

EMERGENCY PROCEDURES

A. Fire

1. Set off the nearest fire alarm station.
2. Vacate the building by use of the various exits.
3. Call Mansfield Fire Company (662-2222).
4. Call Security Office (662-4031).
5. Security officers, fire captains and resident assistants will make certain all persons are kept at a safe distance and do not interfere with firefighting equipment.
6. Once the above procedures have been followed, the Director of Residence Life should be notified.
7. In case of a localized fire, every effort should be made to extinguish the fire by use of fire extinguishers on each floor of each building on campus.
8. The Security officer present will notify the residents when it is safe to re-enter the building.
9. In a classroom building, faculty members will make certain that students leave the room in an orderly manner. Further, they will make certain that all windows inside the classroom are closed prior to its evacuation whenever physically possible.

B. Personal Injury or Sickness or Death

1. If in a residence hall, notify the Assistant Director of Residence Life, Infirmary (662-4398) and Security Office (662-4031).
2. If in a classroom or on campus (not in a residence hall), notify the infirmary, Security Office and the Dean of Students.
3. In cases of extreme injury or death, the Vice-President for Student Affairs must be notified by the Infirmary or Security.

C. Building Collapse or Explosion

1. Every effort is to be made to evacuate the building as quickly as possible using procedure for evacuations as outlined in Section A.

- D. Natural Disasters (Tornadoes, Hurricanes) or Civil Defense
 - 1. Proceed to the basement of the nearest building. Remain there until proper notification is given to leave.
- E. Bomb Threats

In case of emergency, the residence halls will be evacuated as follows:

 - 1. Fire alarms will ring.
 - 2. Occupants will proceed as for fire drills.
 - 3. The residence hall staff will be responsible.
 - 4. They will then be told by Security which building or buildings is/are threatened, will notify their team of fire captains and help escort their group to safe temporary emergency housing.
 - 5. Each residence hall staff member has a list of the buildings as alternatives that his/her hall is to use — taking the first safe one on the list.

RESIDENCE HALL REGULATIONS

General

- 1. Residence halls are communities and, as such, all residents have responsibilities to one another. Mutual consideration is essential if the community is to function effectively. All people living in residence halls will take into consideration at all times the rights of others to relative quiet and privacy. It is the responsibility of all residents to see that this mutual consideration is afforded to each student.
- 2. All residence halls are governed by regulations prescribed by the elected governing bodies and Mansfield State College.
- 3. Visitors to the residence hall are subject to the same regulations as students residing in that area. It is the visitor's, as well as the host's, responsibility to know and comply with visitation regulations in effect in each residence hall.
- 4. Students are bound by the residence hall agreement to follow all regulations contained therein.
- 5. Residence halls open at 7:00 a.m. daily, and close at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday. Entrance may be gained after these hours by a means specified in each residence hall.
- 6. Residents may have overnight guests: female in Women's Residence Halls, male in Men's Residence Halls. However, such guests must be registered with either the Resident Assistant or the Head Resident.
- 7. The hours between 7:00 p.m. and 12 midnight, Sunday through Thursday evenings, have been designated as STUDY HOURS.

Residence Hall Agreement

The following is a copy of the Residence Hall Agreement signed by all students wishing to live in College residence halls.

MANSFIELD STATE COLLEGE RESIDENCE HALL AGREEMENT

1. **ELIGIBILITY** requirements for College housing include status as a full-time student, payment of debts to the College, and continuous compliance with College and residence hall regulations.
2. **RESERVATION** of space is made by returning required materials (including signed Housing Agreement, receipt for a \$35 room deposit (not refundable after July 1), and a completed housing date card) to the Residence Life Office. Rent is paid by the semester upon receipt of a bill from the Revenue Office and is not refundable after the room has been occupied except as outlined in the fee refund policy ad contained in the College Catalog.
3. **OCCUPANCY** is required on the first day of classes and consistently thereafter. Rooms unclaimed at the beginning of a semester or, in the judgement of the College, not used continuously by the student assigned will be forfeited and reassigned unless written permission for late arrival or sustained absence has been given by the Residence Life Office.
4. **TERM OF OCCUPANCY** and financial obligation to the College is for the entire academic year unless permission is given to relocate temporarily (e.g., for student teaching). All other exceptions must be approved by the office for the Vice-President for Student Affairs.
5. **ROOM ASSIGNMENTS, AND CHANGES** are prerogatives of the College and effected only by written authorization from the Residence Life Office. In assignment, mutual roommate preference will be honored where possible. Room changes are discouraged, but may be authorized under special circumstances.
6. **ACCESS** to an assigned room is given to the student only during regular academic sessions which require his presence on campus. The student is required to vacate his or her room by the designated closing times or by noon of the day following his final class or examination.
7. **VISITORS** to residence halls and student rooms are permitted only as authorized by College and hall regulations.
8. **FACILITIES AND SERVICES** provided by the College include bed, mattress, dresser, desk and chair. Students must provide their own pillow, linens, waste basket, toilet articles and such other accessories as he/she may desire.

9. **STUDENT OBLIGATION** includes liability for — or insurance against — personal property loss or damage (i.e., where legal negligence of others does not pertain); care and cleaning of rooms and maintenance of health and safety standards; payment for damage to College property (including group assessment when individual responsibility cannot be determined); purchase of a meal ticket; and provision of a complete address to correspondents in order to guarantee mail delivery.
10. **PROHIBITED ACTIVITIES AND POSSESSIONS** include occupancy by persons other than those assigned or registered guests, commercial activities, tampering with fire or safety equipment, illegal drugs, gambling, alcohol, moving College property, ironing in students' rooms, open flames, candles, cooking in students' rooms, gasoline, kerosene, oil, explosives, firearms or other weapons, pets (except fish), and tape, tacks or nails on painted surfaces.
11. **INSPECTION** of rooms for reasons of health, safety, maintenance or to determine whether College policy is being violated, is a right reserved by the College. Routine inspections do not include searches, which may be conducted only with specified probable cause, authorization from an assistant dean or higher official, and the presence of room occupants unless it is impossible to locate them and give them sufficient notice. The College will, however, recognize and respect the individuals' right of privacy in all possible circumstances.

FIREARMS PERMITS AND SAFETY

- (1) **All** firearms must be registered through the Security Office.
- (2) **All** firearms must be stored in gun lockers in the Security Office. Student in possession of a state permit to carry a concealed weapon must report directly to the Campus Chief of Police. The student will be permitted to carry a concealed weapon only with the additional understanding of both the Chief of Police and Dean of Students.
- (3) Firearms may be checked out of the Security Office at any time with the proper identification.
- (4) Security will maintain an in/out signed log identifying exact date/times of firearms transfers. Each firearm will be identified on a firearm registration form with an attached number affixed to the weapon while in storage.
- (5) Ammunition and hunting knives will also be maintained in the Security Office.
- (6) Students are to exercise extreme caution when transporting firearms to and from the Security Office.

GENERAL STUDENT INFORMATION

DAMAGE FEE

A two dollar campus damage fee is collected from all students to cover bills reflecting malicious damages on campus. Money remaining at the end of each fiscal year is used for improvements in various areas as approved by the Student Government Association.

IDENTIFICATION CARDS

Each student when admitted to Mansfield State College is issued an Identification Card (ID) for a \$2.00 fee. These ID Cards are to be carried at all times and must be produced upon request to any authorized college authority.

All students must bring their ID cards to registration each semester where they will be stamped upon receipt of payment of Activity Fees.

ID Cards must be shown prior to entrance to all athletic events and are required before use of library materials is permitted. Replacements are available from the Office of the Dean of Students, 110 SH at a cost of \$2.00.

MOTOR VEHICLE REGISTRATION

All students at Mansfield State College may have cars on campus. The College reserves the right to designate parking areas.

Students having automobiles must register them with the Security Office during registration. Vehicles brought to campus after registration are to be registered with the Security Office within 24 hours.

Regulations pertaining to vehicle use are distributed at this time.

PROHIBITED SUBSTANCES

The possession or use of alcoholic beverages and drugs prohibited by law anywhere on campus is strictly forbidden.

STUDENT DINING ROOM INFORMATION

All residence hall students are required to participate in the food service program at Mansfield, except where medical waivers are obtained. A professional food service company caters the service. Dining privileges are extended to all members of the college community.

Regular visits by the Institution Food Research and Services of Penn State, health inspectors and the food service company insure constant checks on quality and operations of the service. A committee of students and Student Affairs representatives meets regularly with the managers of the food service company to discuss the service, and strives to maintain a good working relationship among the participants in the program.

All meals are served cafeteria style in the dining facility, Manser Hall. Students are required to return their trays to the dish room area. Second helpings are available on all items. Students are required to present their Dining and ID Cards before they are served.

Dining Hall hours will be as follows:

Breakfast

Monday through Saturday (Hot breakfast)	7:00 AM-9:00 AM
(Continental)	9:00 AM-10:30 AM
Sunday (Brunch)	9:30 AM-2:30 PM

Luncheon

Monday through Friday	10:30 AM-1:30 PM
Saturday	11:00 AM-1:00 PM
Sunday (Brunch)	9:30 AM-2:30 PM

Dinner

Monday through Friday	4:30 PM-7:00 PM
Saturday	4:30 PM-7:00 PM
Sunday (Supper)	4:30 PM-7:00 PM

BOOKSTORE

The Campus Bookstore is operated by College Community Services. Any profit accrues to College Community Services for the furtherance of student life. The store is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. During registration week the store will be open special hours as posted to aid students in purchasing textbooks, toilet supplies, clothes, etc.

SOLICITING

No one is permitted to sell or advertise any commodity on the college campus without the written approval of the Vice-President for Student Affairs. If you wish to do so, or if any off-campus organization approaches you, refer them to the Vice-President so they may go through the proper procedures.

WITHDRAWAL AND MARRIAGE

If you must withdraw from college, certain requirements must be met so that various departmental records will be clear. If you follow these steps, you may be sure that all records are complete and that no confusion will result:

- A. Go to the Testing and Counseling Center where you will receive specific instructions on papers to be completed and returned.
- B. If you marry and continue as a student, please notify the office of the Dean of Students, 110 SH who will notify the offices concerned. Any change in housing plans should be promptly reported to Residence

Life 106 SH. All correspondence with the college subsequent to marriage should contain both your maiden and married name to facilitate identification.

- C. If you withdraw and at some future time wish to return to Mansfield, reapplication must be made to the Office of Admissions, Alumni Hall.
- D. The following is the refund schedule in the event that withdrawal occurs during a semester:

	WEEK			
	1	2	3	4
Regular Session	75%	75%	50%	50%
Summer Session	75%	50%	50%	0
	5	6	7	
Regular Session	50%	50%	0	
Summer Session	0	0	0	

Repayment of the previous fees will **not** be granted to students who are temporarily suspended, or are indefinitely suspended or dismissed, for the semester during which the suspension or dismissal occurs.

Housing Fee

One half the housing fee will be refunded when the student voluntarily leaves the dormitory during the first two weeks of the regular session or the first week of a summer session. Housing fees will not be refunded after this as the College has been committed to furnish housing and will not be able to fill the vacant space. When a student withdraws from the College because of **illness**, certified to by an attending physician, the same table used previously to refund tuition will be applied.

Dining Charges

Dining charges will be refunded (on a weekly basis) for the time when the student is not at College after withdrawal, or for non-dormitory students who desire to discontinue the dining privilege. In both cases, the dining ticket must be returned to the Revenue Office before the refund may be processed.

Miscellaneous Fees

Fees other than those listed above will not be refunded for the semester involved.

All computations and processing of refunds shall originate with the Revenue Office. Checks and money orders must be made payable to the Commonwealth of Pennsylvania, except where indicated otherwise.

STUDENT ACTIVITIES

102 South Hall



TED CHASE
Coordinator of
Student Activities

The Student Activities Program has been organized to encourage student participation in all areas of academic, social, cultural and recreational life. With a wide variety of activities, each student is given the opportunity to enlarge his/her personal development through participation. The entire program is designed to expand the opportunities for learning.

ACTIVITIES FEE (subject to change)

An activity fee of \$32.50 per semester, payable at time of registration, is required of all regularly enrolled students. This money is distributed by the Committee of Finances of the Student Government Association to support the many student activities on campus.

In order for an activity or organization to qualify for this type of support, it must be open to all students, or offer free educational, athletic or entertaining activities to all students. Some events are subject to an admission charge, while others are free to those who have paid the activity fee.

MEMORIAL HALL — THE COLLEGE UNION

The College Union Building contains recreation areas, lounge areas, conference rooms and office facilities.

THE COLLEGE UNION BOARD

The College Union Board is composed of MSC students who are interested in the development of campus activity programs. The College Union Board is presided over by a Board of Directors which consists of the following voting members: the Chairman who is responsible for the effective functioning of the organization; the Secretary, who is responsible for the upkeep of the books and records of the organization and the Treasurer, who is responsible for keeping a running account of the allocated budget and to make payments of all bills of the organization.

Other voting directors are the Concert Chairman, the Dance Chairman, Publicity Chairman, Coffeehouse Chairman, Lecture Series Chairman, SGA Liaison, and the Movie Chairman.

The purpose of the College Union Board is to provide weekly entertainment such as films, dances, lectures, concerts and mini-concerts, and coffeehouses. In addition, there are special events (Homecoming and Parents' Weekend), Broadway Touring Shows, and various other activities.

The board is also responsible for the upkeep of the Student Union Building — Memorial Hall — which provides pool and ping-pong, along with rentals of camping equipment, and outdoor sporting equipment (baseball gloves, bats, footballs, etc.).

The funds for the operation of the College Union Board are allocated by the Committee for Finances of the Student Government. The Board is advised by the Director of Student Activities.

A valid Activity Fee sticker entitles the student to reduced rates at all programs presented by the College Union Board.

ART ACQUISITION PROGRAM

An Art Acquisition Program has been in existence at Mansfield for the past eleven years, the purpose being for the acquiring of significant original works of Art and the development of a worthwhile Art Collection for the college. Funds are allocated yearly by the Student Government Association and are under the direction of a Student-Faculty Committee. The collection includes oil paintings, watercolors, intaglios, etchings, woodcuts, lithographs, sculpture, and ceramics. Most of the works are displayed in the student and faculty dining rooms of Manser Hall, and the lounging area of Memorial Hall.

ART EXHIBITION SERIES

A monthly Art Exhibition Series was inaugurated on the Mansfield Campus in September, 1960 for the cultural and esthetic enrichment of the student body, faculty, and community. Exhibits of works of regional, national, and internationally known artists working in a variety of media are featured. Among the artists exhibiting in the past: Lamar Dodd, Stanley Hayter, Leonard Baskin, Jack Levone, Richard Florshein, Benton Spruance, Sol Wilson, Everett Sturgeon and Klaus Ihlenfeld. Three to four exhibits are secured each year from New York City Galleries such as Babcock, Associated American Artists, A C A and Bodley. Exhibits have also been on loan from the Butur Institute of American Art, Youngstown, Ohio, The William Penn Museum, Harrisburg, Pa., and the Living Arts Foundation, New York City. The program is under the supervision of the Art Department and funds for its operation are allocated by the Student Government Association in conjunction with the Fine Arts Festival, an

artist visits the campus, giving lectures to classes and informal groups. The artist's work is also on display at that time as part of the exhibition series. Art Exhibitions in the series are hung in Laurel B Gallery.

SUMMER PROGRAM

A Summer Recreation Committee is established each summer to plan and implement social and recreational activities for the Summer Sessions. Funds utilized by the committee are collected in the form of activities fees paid by those who enroll during the summer sessions.

The committee is composed of volunteers who are organized during registration and the first week of classes, and an advisor from the Dean of Students' Staff. These people meet on a regular basis to plan a complete program of events. Segments of the program include trips, picnics, dances, games, intramural-sports, horseback riding, hiking, camping, tournaments, films, and lectures.

One major activity, partially funded by summer activities fees is the Mansfield Festival Theatre. This Tent Show offers excellent plays and musicals by professional actors in conjunction with a MSC credit course in play production. MFT, the Summer Forum and Concert Series, were created to stimulate the mind and the senses while offering a cultural opportunity for the region.

STUDENT SERVICES



THOMAS COSTELLO
Director of Career
Planning and Placement

CAREER PLANNING AND PLACEMENT SERVICES

204 South Hall



FRANCIS KOLLAR
Assistant Director Career
Planning and Placement

The Career Planning and Placement Service is maintained to counsel students on career development and specifically to help students and alumni plan further academic work or secure professional positions. Assistance is provided so that the individual may correctly evaluate himself/herself, assess employment opportunities, and select a vocational area that can lead to personal growth and satisfaction.

PLACEMENT SERVICES

I. The Student Placement Bureau is operated to fulfill the following purposes:

- A. Assemble and keep a permanent record of the student's probable and actual employment potential and such other information as the student may wish to supply. This record will be distributed to prospective employers upon their request or by the direction of the student.
- B. Assist students in securing positions of employment.
- C. Assist employers in securing qualified people to fill existing vacancies.
- D. Assist students to obtain summer employment.
- E. Assist College Authorities in the gathering of information from graduates and employers relative to the strengths and the weaknesses of the College as part of the follow-up program.

II. The Student's Placement Folder will contain:

- A. A personal data sheet.
- B. Three or more faculty recommendations.

- C. An outside reference, one not affiliated with the College.
- D. Recommendations for student teaching or other work experience gained as a part of the candidate's academic program.
- E. An unofficial transcript of the student's academic record.

CAREER COUNSELING SERVICES

Counseling is provided to help all students and alumni to (1) analyze their aptitudes, interests, educational preparation, short and long-range goals; (2) obtain information concerning appropriate areas of occupation; (3) investigate specific job opportunities; (4) prepare themselves to conduct job campaigns and to present themselves effectively as candidates; (5) evaluate job offers; and (6) choose the opportunity that will best satisfy their particular criteria. Throughout this process, the director of placement establishes and maintains contact with potential employers in the areas of education, government, business and industry; represents the College and its students in relations with employing organizations; and maintains contact with regional and national placement organizations.

In addition to career planning, available assistance includes:

1. The development and permanent maintenance of cumulative professional credentials for each registrant, which are sent to prospective employers at the student's request.
2. Information on certification and examination requirements.
3. Posting notices of position vacancies.
4. Scheduling of on-campus interviews with professional recruiters from many other states.
5. An occupational library is maintained by the Placement Service. Students may examine information pertaining to careers in business, industrial, or educational settings during regularly scheduled hours.
6. For those students anticipating study toward an advanced degree, general information regarding programs and admission requirements of graduate schools is available. Also, information pertaining to assistantships, fellowships, and scholarships will be posted periodically in the occupational library, Room 209, South Hall.
7. Seminars by the Placement Staff on the credential packet, letter and resume writing, interview techniques, and job opportunities in various fields are available for use in classes. Seminars on graduate school, entrance examinations for graduate study, and women's careers are also conducted.

SUMMER OFF-CAMPUS EMPLOYMENT

The College wishes to impress prospective students that the location of Mansfield State College in a rural, non-industrialized region of the state greatly reduces the opportunities for outside part-time employment. Further, with increased emphasis placed on scholastic attainment at this college, the number of hours in which a student may engage in employment has tended to drop sharply in recent years. The acquisition of off-campus employment is the responsibility of the individual student although the Career Planning and Placement Services may be able to provide some limited job vacancy information. There has, however, been made available to qualified applicants, some part time off-campus State and Federal Workstudy Program employment. Additional information may be obtained in the Office of the Director of Student Financial Aid.





MARGARET JONES
Supervisor of Nurses

COLLEGE HEALTH SERVICES

Doane Health
Center
Clinton Street



DR. J. J. MOORE
College Physician

The College Health Service operates in a modern, fully equipped facility which provides every convenience necessary for the health needs of students, who are served by a physician and registered nurses. Hospital care is provided at the Soldiers and Sailors Memorial Hospital in Wellsboro, in addition to care rendered in the 18-bed infirmary at the college.

The services of the Health Center are extended to all students of Mansfield State College. These services include a preventative health program which consists of tuberculin testing administered to all seniors to meet graduation requirements and to all personnel working with the food services associated with the college. Influenza immunization clinics are held in the fall in October and November.

Allergy vaccine is administered to students if it has been prescribed by their physician; such injections will be given at 2:00 p.m. or by special arrangement when necessary.

Members of the health staff work to furnish a thorough but friendly and individual service to which a student may come for help of any sort. You are urged to consult the Health Center at any time for purposes of diagnosing suspected contagious diseases or other illnesses. Since medical records and consultation are **entirely confidential**, there is no possibility of embarrassment to the student and consequently no reason for avoiding diagnosis.

Students who are ill are encouraged to report to the Health Center to be evaluated and treated by the nurses and the college physician, and where conditions indicate admission to the infirmary is advocated. Medications and treatments are dispensed to the students free or at a very minimal charge depending on the type of medication prescribed.

Infirmary services are available twenty-four hours a day during the time the college is in session.

EXCUSES

If a student is ill anywhere other than the infirmary and wishes an excuse from class due to that illness, it is the responsibility of the student to come to the infirmary at the time of illness.

Excuses are issued after 2:00 p.m. An illness resulting in three or more days of absence will require a statement from your family doctor.

CHARGE TO STUDENTS

The following charges, payable at the Revenue Office, are made to students staying in the infirmary:

Day Students — \$3.25 per day for dining room service, no charge for infirmary.

Residence Hall students — no charge

Medications and treatment are dispensed to students free or at a very minimal charge, depending on the type of medication prescribed.

INFIRMARY HOURS

Monday through Friday — 8:00 a.m.-4:00 p.m. (Except 12:00-1:00 p.m. — emergencies only).

4:00 p.m.-12:00 p.m. midnight.

12:00 midnight-8:00 a.m.

At 11:00 p.m. the Health Center is closed and only emergency cases are seen after this hour.

Saturday and Sunday — the Health Center is open from 8:00 a.m.-8:00 p.m. After these hours a nurse is on call at the Health Center and may be reached by phone. The number is 662-4398.

COLLEGE PHYSICIAN'S HOURS

Monday through Friday — 9:00 a.m.-10:00 a.m.

Except for emergencies, all students wishing to see the doctor should come to the Infirmary at these hours. If necessary, an excuse for class or being late to class can be issued.

VISITING HOURS

Monday through Friday — 2:00-4:00 p.m.

7:00-9:00 p.m.

Saturday and Sunday: The above hours apply if the Infirmary is open.

There shall be no more than two visitors in one room at a time. Stop at the nurse's desk to see if visiting is permissible.

The above visiting regulations are in line with general procedures to insure that the nurses and doctor can carry out their many functions and to insure the proper amount of rest for the patients.

STUDENT HEALTH INSURANCE PLAN

Mansfield State College offers its full-time students, through Higham, Neilson, Whitridge & Reid, Inc., a comprehensive hospital, surgical, and medical insurance program which provides twelve-month protection against the cost of injury or illness. This policy covers the student not only while at school, but during school holidays, summer vacations and other times when the student is away from the college.

Full-time students will be covered under the plan effective August 28 through the next August 27, provided they register, and pay the insurance fee appearing in the student bill by registration date.

Students who do not register until the start of the second semester will be covered when the second semester begins through August 27 provided they register and pay the insurance fee appearing in the student bill by registration date.

Coverage includes such areas as hospital bills, surgical benefits, diagnostic X-ray and laboratory examinations, and numerous other areas. For complete information ask for a brochure from the office of the Vice President for Student Affairs, 209 MH.

THE COUNSELING CENTER



MIKE JOHNSON
Director, Counseling
Center

Haverly House
on Clinton Street



STERLING SALTER
Counselor

The Counseling Center assists students in making decisions related to the immediate problems of college adjustment and to broader problems of effective living. Students are invited to make an appointment for help or to simply stop by at their convenience. Typical problems might be the strengthening of academic performance, developing career plans, solving personal concerns, improving study habits, or improving personal relationships.

With a professional counselor, the student may explore freely and entirely **IN CONFIDENCE**, any problems or feelings which are important to him/her, to assess individual make-up, to acquire increased self-understanding and sensitivity to others, and to grow in the direction of personal choice.

The Center is open Mondays through Fridays from 8:00 a.m. to 4:15 p.m. Counselors are also available to meet with you in dorm rooms or other locations comfortable to the student. The services of the center are available free of charge to all MSC students and staff. All members of the college community are encouraged to avail themselves of these services whatever the nature or seriousness of the problem.

Appointments may be made by calling Extensions 4064 or 4065, or by coming to the Haverly House at 1st and Clinton Streets. You may choose a counselor to see. If there is no preference you will be assigned the earliest available time.

THE COUNSELING INTERVIEW

All interviews take place in private offices and may last as long as one hour. Sometimes interviews are merely for the purpose of gaining information, in which case only one meeting is necessary. Often, however, the client and the counselor agree that further sessions may be helpful.

Counseling usually begins with the counselor encouraging the client to talk freely about his/her concerns. The counselor listens, tries to understand, attempts to clarify, and helps the client become objective and make decisions with which he/she will be satisfied. Counseling is not simply a matter of receiving advice; it is a process of thinking through and clarifying situations with the professional help of another interested person.

Again, NO information disclosed in a counseling interview is given to anyone without express written permission of the client.

TESTING

Counseling may be supplemented by means of tests. They are designed to provide the student with more information about personal interests, academic abilities, personal characteristics, study skills, and special aptitudes.

EDUCATIONAL ADJUSTMENT

The abrupt change from high school to the demand of college classwork is sometimes difficult to make. Counseling can help students improve study methods and motivation, participate more effectively in class discussion, increase confidence and skill in taking tests, and assure themselves the necessary environment and emotional maturity for efficient performance.

PEER ADVISOR PROGRAM

The Counseling Center sponsors and supervises the Peer Advisor program. It is designed to assist students in avoiding the "college runaround" and to help students with concerns about personal needs and academic matters.

The program is staffed by students chosen and trained by the Counseling Center staff. They are equipped to deal with general education requirements, registration procedures, departmental requirements, pass/fail options, academic probation, graduation requirements, and personal matters that generally interfere with your ability to function as a student. They also provide general information about the college that includes extra-curricular activities, cultural programs, student government, sororities and fraternities, and the available social activities.

The Peer Advising Office is located in Manser Lobby. All students are welcome to visit the Peer Advisor Office during the hours of 8:00 a.m. to 6:00 p.m., Monday through Friday or to call them at Extension 4255.



ESTHER ROBERTS
Director of
Financial Aid

FINANCIAL AID

107 South Hall



AMY JARMON
Assistant Director of
Financial Aid

The Office of Student Financial Aid exists to provide information and money to students who have financial aid. It attempts to inform the student population of application procedures and deadlines, of the types of aid available, the eligibility requirements and other pertinent data.

As a state college, Mansfield's tuition costs are substantially lower than those of private colleges; the public subsidy is reflected in the fees to all students. While remaining committed to offering financial aid to able students who can show evidence of financial need, Mansfield State College must however, recognize that the basic financial responsibility of acquiring a higher education continues to be the obligation of the student and his family.

Matriculation at Mansfield State College is by semester; the college expects each entering student to be able to meet the expenses of the upcoming term without assistance unless such aid has been previously arranged and confirmed.

The following points are emphasized:

- (1) A new student (prospective Freshman or Transfer) should not file application for aid before his admission has been confirmed by the Director of Admissions and the Advance Registration Deposit has been paid to the College and acknowledged. Inquiries should then be made to the Office of Student Financial Aid, Mansfield State College. The Financial Aid brochure is available from the Admissions or Student Financial Aid offices.
- (2) Any student requesting financial aid must have filed the Parents Confidential Statement with the College Scholarship Service, Princeton, New Jersey. That agency will then advise the college of its objective analysis as to the student's (or student's family) ability to finance his own education at Mansfield State College. The Office

of Student Financial Aid utilizes this information when considering applications for all forms of student aid. Responsibility for filing the confidential statement rests with the student; help may be secured from high school principals and guidance counselors. The PCS information sheet is not an application for financial aid; financial aid applications may be obtained from the financial aid office. The college catalogue describes in detail programs and procedures for application. Details on all programs and scholarships may be obtained at the Office of Student Financial Aid.

PART-TIME CAMPUS EMPLOYMENT

Part time student employment at the College is available in the dining hall, library, dormitories, grounds and buildings, college union facilities, and offices. Such employment is awarded to students who have shown evidence of financial need. These positions are normally filled by upperclassmen, but a limited number of positions are open to freshmen. Requests for student employment are made after formal acceptance and payment of the advance registration deposit. Applications are available from and submitted to the Office of Student Financial Aid.

Part-time State and Federal Workstudy Program employment is available at the college. For details see the Director of Student Financial Aid.

SCHOLARSHIPS

The following scholarships are awarded by various sponsors in cooperation with Mansfield State College. Applications are available from the Office of Student Financial Aid, 107 SH.

W.H. COLEGROVE SCHOLARSHIP FUNDS. Annual awards of \$100 each to two deserving young women residents of Tioga County, Pennsylvania, are made for the purpose of aiding the recipients in defraying college expenses. These scholarships are not customarily available to new students.

THEODORE PRESSER FOUNDATION SCHOLARSHIP GRANT. The College receives annually a grant of \$400 for financing grants to outstanding junior and senior students majoring in Music Education. Grants are awarded by the Music Department with the approval of the President of the College. Applications for these grants should be made to the Chairperson of the Music Education Department. Grants are made for undergraduate work for the forthcoming academic year.

THOMAS HOLLERAN SCHOLARSHIP. A grant of \$1,000 annually to be awarded to a student from Potter County, Pennsylvania, who meets the stipulated criteria. Further information may be obtained at the Financial Aid Office.

JONATHAN GEORGE MARCH SCHOLARSHIP. An award of \$400 each

semester for a student with need who is a resident of Tioga County and who may have had a previous record of academic under-achievement.

PHEAA GRANTS. The Commonwealth of Pennsylvania, through the Pennsylvania Higher Education Assistance Agency, has developed an extensive scholarship program based on computed financial need. Further information and applications may be obtained from the Office of Student Financial Aid.

BASIC OPPORTUNITY GRANT (BOG). Awardable for the first time to entering freshmen in September 1973, the federally funded Basic Opportunity Grant established an entitlement to aid based on need. Students apply independently each year on forms which may be obtained through the Office of Student Financial Aid, High School Guidance Offices or Post Offices.

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG). A successor to the Federal Educational Opportunity Grants (EOG) and designed to aid students of exceptional need. Students must file an aid application and current Parents Confidential Statement to qualify. For details, inquire at the Office of Student Financial Aid, Room 109, South Hall.

LOANS

NATIONAL DIRECT STUDENT LOANS. NDSL's, to a maximum of \$1,-000 per year, are available through Mansfield State College to students with demonstrated need who have filed current Parents Confidential Statements and applications. With the cancellation and deferment features, these federally subsidized loans have aided many students with documented need.

THE STATE HIGHER EDUCATION LOANS. These are loans with interest subsidy insured by the Federal Government and are available through the cooperation of banks. To obtain interest benefits, a Parent Confidential Statement should be Filed by the student; loans are normally made to a maximum of \$2,000 per academic year or documented need.

THE ROBERT A. FARRELL FUND. A memorial to a former professor, this fund and the Class of 1969 and 1970 Loan Fund have served as resources for emergency loans for a large number of students; they are administered through the Office of Student Financial Aid.

A Financial Aid Brochure, available to all students, explains in detail all of the programs; students are encouraged to call at the Office of Student Financial Aid at any time to discuss their individual financial problems, and to pre-plan a schedule for meeting future college costs with a "package" which may include scholarship, part-time employment and loans.

EQUAL EDUCATION OPPORTUNITY PROGRAM

101 South Hall



DAVID RUSSELL
Director of Special Programs



MARGARET McCULLERS
Counselor



PAUL HAFER
AOP Coordinator



CELESTE SEXAUER
Reading Specialist

The Equal Opportunity Program at Mansfield State College is designed to assist individuals with potential for success in college and future leadership roles who would not qualify for regular admission. Our program is designed to make available to those students the opportunity of enrolling at Mansfield State.

At present there are two academic programs under the EOP: Act 101 and the Academic Opportunity Program. Supportive services, i.e., tutoring, professional counseling, financial and academic advisement are provided as integral components of both programs.

However, under Act 101 financial aid based on need is emphasized and students must demonstrate financial eligibility.

Minimum academic qualifications are necessary for entrance into the program with the possession of a secondary school diploma or high school equivalent

The program is committed to assure equal education opportunity for all persons, regardless of race, color, religion, national origin, ancestry, sex or age.



PAUL SCHIELKE
Veterans Affairs Coordinator

VETERANS' SERVICES

To identify methods by which the college can better serve the new kinds of students who are attending Mansfield is a stated objective of the Student Affairs' Staff. Recognizing the increasing number of veterans of military service who are on campus, a Veterans Affairs Coordinator has been added. The position is supported by a grant from the U. S. Government.

The Veterans Affairs Coordinator exists to assist the student who is a veteran with academic or personal problems and to provide the necessary information on government programs and policies pertaining to Veterans. The Veterans Affairs Coordinator works as a liaison between veterans and the Admissions Office, Financial Aid, Revenue, the Counseling Center, and other areas. He provides assistance with such problems as veterans payments, academic credit requirements, and program selection. Student recruitment and outreach service programs are other responsibilities of this office.

CONFIDENTIALITY OF STUDENT RECORDS

Mansfield State College subscribes to the provisions of the Pennsylvania "Right to Know" law and the Family Education Rights and Privacy Act of 1974 (Buckley amendment). Students who have questions regarding specific records should address their questions to the office maintaining the record. Questions may also be directed to the Vice President for Student Affairs.

COMPUTER EDUCATIONAL CENTER

GENERAL

The Computer Educational Center provides centralized computing services for the instructional, research and administrative computing needs of Mansfield State College. The computer facility is open for use to all students; see the Information section below for where to acquire your computer ID. In addition to the maintenance and operation of the central computer equipment, the Center offers professional services in facilitating the use of computers in the academic community. These services include consulting for students, faculty and staff; systems design and programming for college-wide projects; non-credit seminars on the use of computers; a library of computer programs and reference materials; and tours and talks for classes.

HARDWARE

The central computer site in 125 Alumni Hall supports a UNIVAC Series 70/3 computer with 262,144 bytes of main storage and an additional 2 mega bytes of virtual memory on a fixed head drum. On-line storage is provided by 4 disk drives which can hold 116 mega bytes of information. Other equipment includes 4 tape drives, a high speed card reader and printer, card punch, terminal communications controller and an optical scanner.

The remote access facility located in the lower south wing of North Hall supports most of the devices that are used by students. These include slow speed terminals in room 110 and an RJE station for batch processing in room 114. This area is staffed with consultants and generally open from 8:00 A.M. to 10:00 P.M.

INFORMATION

For more information on what is available or on how to use the facility, call the Assistant Director for Instruction and Research at 4497.

To obtain a computer ID call the operations section at 4081 or go to room 125 Alumni Hall.

LIBRARIES

Building identification — The Main Library is located on the 3rd and 4th floor of Alumni Hall. The Curriculum Materials Library is located on the ground floor of Retan Center. The Music Library is located on the 3rd floor of Butler Center.

LIBRARY REGULATIONS

1. Materials that are circulated include books, pamphlets, government documents, pictures, filmstrips, film loops, kits, transparencies, certain microforms, microform readers, cassettes and cassette players. Non-circulating materials include periodicals, reserve books, and reference books. Some reserved materials may be charged out a half hour before the library closes but must be returned during the first half hour when the library is next open. All library materials, including non-circulation materials, may be charged out for use in the Library's Study Hall.
2. Materials generally circulate for four weeks with the provision that the library may recall the item for immediate return after two weeks. If needed for Reserve, an item may be recalled before two weeks. Failure to return recalled items within three days of notification will initiate a fine of ten cents a day.
3. Food, beverages and pets are not allowed in any of the libraries. Smoking is permitted in the lobby and conference rooms of the Main Library.
4. Each library maintains a control desk close to the main exit where patrons must present all materials in their possession for inspection to ensure that all library materials have been properly charged out. Patrons who wish to avoid examination of bags, brief cases, etc. may check them at the same desk upon entering the library.

OVERDUES

The fine for overdue reserve material is 25¢ per hour.

All overdue materials carry fines of 10¢ per day.

When an overdue item is returned without payment of the fine, a fine card is made out with a minimum fine of \$1.00.

Overdue notices are sent periodically only as a courtesy.

HOURS

Main Library

Monday-Thursday	8:00 a.m.-10:00 p.m.
Friday	8:00 a.m.-4:15 p.m.
Saturday	10:00 a.m.-5:00 p.m.

Sunday 1:00 p.m.-10:00 p.m.
Study Hall: Sunday-Wednesday 10:00-12:30 a.m.

Butler Center Library

Monday-Thursday	8:00 a.m.-4:15 p.m. & 7:00 p.m.-10:00 p.m.
Friday	8 a.m.-4:15 p.m.
Sunday	7:00-10:00 p.m.

Retan Center Library

Monday-Thursday	8:00 a.m.-5:00 p.m. & 6:00 p.m.-10:00 p.m.
Friday	8:00 a.m.-4:15 p.m.
Saturday	2:00 p.m.-5:00 p.m.
Sunday	6:00 p.m.-10:00 p.m.

ADDITIONAL INFORMATION

For additional information on the libraries and their resources ask at the Reference Desk in each library or consult the orientation leaflets available in the libraries.



MANSFIELD UNITED CAMPUS MINISTRY

The Mansfield United Campus Ministry represents, through its ecumenical presence, the Church on campus and the Christian concern for the spiritual dimension in the development of the whole person. Through word, witness and worship it fosters among students and faculty a ministry of service rooted in faith, hope and love. The service takes the form of a variety of programs designed to meet not only the needs of the college community but also the needs of the community at large, such as ministry to the aged and orphans, workshops and seminars on contemporary religious issues, prayer and Bible study groups, folk liturgies and experimental worship.

Two full-time campus ministers are engaged in the program: Sister Margot Worfolk, who is serving under the appointment of the Roman Catholic Diocese of Scranton, and a volunteer campus minister, who represents the Associated Protestant Congregations.

Further information about programs and personal involvement can be obtained through the Campus Ministry office, 210 South Hall (phone 662-4431).

MANSFIELD FOUNDATION, INC.

In May of 1974 the Articles of Incorporation of The Mansfield Foundation were signed establishing a non-profit corporation organized as a tax exempt education foundation. The purposes of the Foundation are broad, devoted exclusively to encouraging and sponsoring, aiding or conducting research in educational studies, activities and pursuits of all kinds in the interest of Mansfield State College.

The Foundation has sponsored many projects since its inception. Some of the more notable have been awards of over \$16,000 for Bicentennial projects, \$8,000 to the Mansfield Festival Theatre, numerous scholarships and various other projects.

Support to the Foundation comes from generous contributions from the Alumni, Faculty, Business Community and other friends of the college.

Administered out of Room 102 in North Hall by Executive Director J. Paul McMillen, the Board of Directors of The Foundation is represented by six constituencies; Trustees of the College, Faculty, Alumni, Student Body, College Student Services and the Community At Large.

STUDENT ORGANIZATIONS AND ACTIVITIES

RULES GOVERNING OFFICE HOLDING

Scholastic requirement for seniors, juniors, sophomores and second semester freshmen is an average of C, or 2.0 at the time of the elections. Requirements for first semester freshmen is to have a ranking in the upper half of the high school class.

Student organizations are active only during the academic college year, September through May.

The college will not assume any responsibility for the collection of any financial account of any member of campus organizations not subsidized by the Student Government Association.

HAZING AND INITIATION ACTIVITIES

The College believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education.

We further believe that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college students.

We further believe that a fraternity has a solemn obligation in the development of its pledges and members and that this responsibility extends alike to the institutions where it is represented; to parents and others who make possible the education of pledges and members; to the communities where chapters are accountable for good citizenship; and to the college fraternity system of which it is a part.

We further believe, despite the fact that much progress has been made, that one of the most damaging instruments to the fraternity system is the employment of a program of education, which includes hazing, and that this unproductive, ridiculous and hazardous custom has no rightful place in the fraternity system.

The College defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other ac-

tivities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

REGISTERING AN EVENT

All events which are open to the entire campus must be registered and cleared on the Activities Calendar. Special Events Forms, to register an event, are available at 206 MH, and must be submitted at least two weeks prior to the event. The committee's objective is to coordinate the activities on the calendar and avoid conflicts.

FACILITIES SCHEDULING

College classrooms, auditoriums and gymnasiums are available for use by student organizations. A written policy that explains how to reserve a room is available in the Office of the Vice President for Student Affairs, 206 MH.

The rooms are available at no charge unless it is an event which incurs a small janitorial or security service charge. Use of facilities by off-campus groups may require a rental charge.

RECOGNITION OF STUDENT ORGANIZATIONS

An organization that receives college recognition is authorized to use the name of the college, to utilize college physical facilities, to utilize the services of Mansfield State College and to recruit and accept members from the college community. Organizations who receive college recognition, may then petition the Student Government Association for recognition by that body. Applications for recognition are available in the Dean of Students' Office, 110 South Hall.

FUNDING OF STUDENT ORGANIZATIONS

College Community Services Inc. has designated the SGA and its Committee of Finance to allocate the Student Activities fees to various campus organizations. Organizations that wish to be supported by the Activities fee should contact the Chairperson of the Committee of Finance at the SGA office or the Dean of Students Office.

SPECIAL INTEREST ORGANIZATIONS

A.C.S. STUDENT AFFILIATE CHAPTER

The objectives of this chapter are to afford an opportunity for students of Chemistry, and related disciplines to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in chemistry and to foster an awareness of the responsibilities and challenges of the modern chemist.

The chapter sponsors various guest lecturers, films, and other special projects such as trips to Industrial Research Groups, Universities, and Government Agencies.

The officers of the A.C.S. affiliate chapter for the 1976 calendar year are:

President-Harry Beitsch
Vice President-Michael Deats
Secretary-Ruth Wenner
Treasurer-Bruce King

Faculty Advisor: Dr. William Schmid

ART CLUB

The Art Club is open to all students interested in the creation and appreciation of all aspects of Art. Meetings are held twice a month and meet at the Art Haus, S. Academy Street. The Club promotes art exhibitions and art acquisition programs. The organization is affiliated with the National Art Education Association.

BLACK AWARENESS ASSOCIATION

The purpose of the Black Awareness Association is to create a Black academic and social atmosphere for the Black students on our campus, and also to enhance the future enrollment of Blacks by instilling in them a personal interest in our college.

Membership in the Black Awareness Association is open to all Mansfield State College students, faculty and staff who are interested and concerned with the Black cause, regardless of race, creed or color.

CAMPUS GOLD

The Mansfield State College group of Campus Girl Scouts was officially chartered by the Girl Scouts of the U.S.A. in March, 1969. The purposes include to serve local Girl Scouting by assisting with troop leadership and Girl Scout programs in the Mansfield Area, and to explore the opportunities in professional Girl Scouting.

Membership in Campus Gold is open to all former Girl Scouts and to other students who wish to learn more about Girl Scouting as a volunteer or as a professional worker.

Activities include bi-weekly meetings of the group, camp-outs, participation in Council, Regional and National events. The Mansfield State College Campus Gold is under the jurisdiction of the Seven Lakes Girl Scout Council with the office located in Geneva, New York.

CHESS CLUB

Chess players can engage in casual play, skittles, and tournament competition as members of the Mansfield State College Chess Club. The club sponsors its own tournaments, and it arranges for intercollegiate play. In addition, club members have access to chess books and the advice of experienced, officially-rated players. Beginners should not hesitate to come, however, because all games, except tournament games, are played for fun.

CIRCLE K

The campus affiliate of the Kiwanis Club, the Circle K is primarily a service club.

Co-ed in membership, the club, in addition to providing service for the campus, will become involved in community projects. Membership is open to MSC students.

COLLEGE PLAYERS

College Players is the dramatics group on the campus. Several shows are put on each year for the campus and the community. Students have an opportunity to act, as well as work in technical areas. Membership is open to all interested students.

COLLEGE REPUBLICANS

The College Republicans is affiliated with the State College Council Young Republicans. The goal of the club is to stimulate interest in college students for political activities and governmental affairs from a Republican viewpoint.

THE COUNCIL FOR EXCEPTIONAL CHILDREN OMEGA RHO CHAPTER

The Council for Exceptional Children is an affiliate of the national organization of the same name. Membership in our college chapter is open to all college students and especially those interested in becoming teachers of children who are mentally retarded, gifted, physically handicapped, or speech defective.

Regular meetings provide opportunities for members to meet and talk with specialists in the field. The organization also plans other activities of interest to the group such as sponsoring parties for area special class

children. Visits are made to special schools and institutions. Included in the national dues is a professional journal published monthly.

DAY STUDENTS ORGANIZATION

The Day Students Organization is the campus group representing all commuters whose purpose is to provide services and information to off-campus students. The Day Students' room located on the ground floor of Pinecrest provides a gathering place for commuters to study, relax and watch TV. Each year the organization coordinates the Homecoming Parade and Campus Bloodmobile. Drop by!

ELEMENTARY EDUCATION ASSOCIATION

The Elementary Education Association is an organization for Elementary Education majors. It provides activities to further the professional goals of the students in the department, to develop a unity within the department and to provide an atmosphere in which students and faculty may relate in a constructive manner. Activities include: speakers, field trips, and socializing.

MSC FORENSIC SOCIETY

The MSC Forensic Society represents Mansfield in intercollegiate speech contests. Each year the Forensic Society travels over 5,000 miles to attend ten intercollegiate speech tournaments. MSC competes in more than 300 rounds of speaking against 65 colleges and universities. Society members compete in debate, extemporaneous, impromptu, persuasive, after-dinner, and oral interpretation. Each year the Forensic Society hosts its own intercollegiate tournaments attended by 15-20 colleges. Membership in the Forensic Society is open to any MSC student regardless of experience.

4-H CLUB

The purpose of the 4-H Club is to provide former, present, and future members with the opportunity to participate in 4-H, to develop leadership and citizenship, to provide educational and recreational opportunities and to render service to the club, the community and the country.

FRENCH CLUB

The French Club wants to promote understanding of the language and culture of French-speaking peoples. Club meetings are open to all interested and provide activities serving the organization's objectives.

HISTORY CLUB

The History Club provides activities for those students who either personally, professionally or both are interested in the field of history. Sponsored by the Department of History, the club benefits members by organizing and sponsoring movies, speakers, and various other programs.

INTER-VARSITY CHRISTIAN FELLOWSHIP

Inter-Varsity Christian Fellowship is an international organization of Christian students. The Mansfield Chapter sponsors many activities, such as, regular fellowship meetings at which a variety of programs are presented, Bible stories, movies, speakers, and many activities to serve the campus and community. The main objective of Inter-Varsity is to provide aid and fellowship to each person who wishes to participate in its activities and encourage each member to come to a fuller and more personal knowledge of the Lord Jesus Christ.

KAPPA KAPPA PSI

Kappa Kappa Psi is a national band fraternity whose purpose is to honor outstanding bandmen through membership. The membership also serves as a service organization to the band program. To be eligible for membership, students must have completed at least one semester of band participation and be regularly enrolled members of the college band program. A minimum cumulative grade point ratio of 2.00 is also required. Any student meeting these requirements and demonstrating outstanding qualities of leadership and musicianship may be selected for membership.

KAPPA PHI

Founded at the University of Kansas in 1916 by the wife of a Methodist minister, Kappa Phi is historically linked to the United Methodist Church. However, its membership is open to any university woman who finds interest and meaning in the organization and its principles.

Kappa Phi is independent and self-supported by its members. All fees and dues are kept minimal so that no one will be excluded from membership because of lack of funds.

The aim of Kappa Phi is to provide a Christian sisterhood for university women which will promote the spiritual growth and active participation of each member in the church and community of today and tomorrow.

MUSIC EDUCATORS NATIONAL CONFERENCE (MENC)

Student Chapter #162

The MENC Student Chapter of MSC is an organization open to all students and faculty interested in the music education field. The purpose of the group is to create interest and provide information concerning current issues in the profession. Guest speakers, clinicians and performing groups are featured at monthly meetings.

OMICRON GAMMA PI

Omicron Gamma Pi, College chapter of the Pennsylvania Home Economics Association, is affiliated with the American Home Economics Association. It is open to all home economics students at Mansfield State

College. The purpose of this professional organization is to stimulate interest in home economics for the betterment of its members.

Omicron members have the opportunity to attend and participate in professional state meetings as well as chapter ones. Omicron meets the second Thursday and fourth Tuesday of every month and one of the two meetings usually features a professional guest speaker.

PHI MU ALPHA SINFONIA

Phi Mu Alpha Sinfonia is a national professional musical fraternity for men who plan to make music their profession or vocation. This fraternity aims to advance the cause of music in America, to foster the mutual welfare and brotherhood of students of music, to develop true fraternal spirit among its members, and to encourage loyalty to the alma mater.

PHILOSOPHY CLUB

The purpose of the Philosophy Club is to provide opportunities for intellectual discussion outside the classroom for students and faculty of all departments. By sponsoring student dialogues, movies, panel discussions and special speakers, the coordinators attempt to stimulate debate and inquiry in contemporary aspects of society, theology and literature. For this reason, presentations are followed by an informal question period. Meetings are often open to the public as well as the college community in the interest of cultural improvement. Notices or announcements about a discussion are made in advance through campus radio, newspaper and bulletin boards. All students and faculty members are eligible for membership in the Philosophy Club.

PSYCHOLOGY CLUB

The Mansfield State College Psychology Club is open to any student with an interest in psychology and related fields. The club serves both as an educational and social functioning body. The activities include: speakers, films, and field trips. It is stressed that members need not be psychology majors.

READERS THEATRE SHOWCASE

The purpose of this organization is to further the interests and develop the abilities of Mansfield State College students in the communicative oral interpretative arts. This purpose is accomplished through social, instructional, and service activities. The club's activities include: (a) preparation for, and participation in, contests, festivals, and workshops in various parts of the country; (b) Readers Theatre programs, demonstrations, and readings performed for area high schools, community and campus organizations, and college and high school classes. The club's activities and projects are selected, directed, and performed by the student members of RTS. Membership is open to all interested students regardless of academic major, previous experience, or ability.

SANDY APPLES CLUB

Providing a mix of social and intellectual fun and games for students, faculty and friends interested in professions related to the sciences of anthropology, computer and information, economics, and sociology is our *raison d'être*. Getting to know each other as persons is our primary goal, but through projects such as sponsoring the New York Times on campus, we hope to be of service to the whole college community.

SIGMA ALPHA IOTA

Sigma Alpha Iota is an international music fraternity for women whose ideals are high standards of musicianship, scholarship, sisterhood, and character. Any woman student in the music department who is at least a second semester freshman, has a 2.75 academic average and an "A" in any music subject of the previous semester is eligible and may be pledged to membership.

SKI CLUB

The Ski Club's main interest lies in skiing, the pursuit of the sport and the intrinsic items which go along with the sport such as recreation, exercise, and the exhilaration of being outdoors.

The club organizes weekly trips to local ski areas, provides special rates for lift tickets, and furnishes meals and transportation. In addition to this, there is a ski shop which is run by the officers to provide ski rentals for the cost of \$.50 and to service equipment.

Meetings are held the first Thursday of each month during the winter months with special meetings being called by the officers of the club when deemed necessary. The agenda includes ski films, guest speakers (e.g., professional people connected with the sport), demonstrations, discussions on equipment, ski safety, and various other items connected with the sport.

The Ski Club is open to any student interested in skiing or learning how to ski. The \$4.00 fee entitles each member to all of the club's privileges and also includes one free lesson from qualified instructors at the various local ski areas.

SPANISH CLUB

The objectives of the Spanish Club are to promote a better understanding of the language and customs of Spanish-speaking people. Club meetings give interested people the opportunity for additional practice in hearing and speaking the language.

STUDENT P.S.E.A.

The Mansfield State College Chapter of Student PSEA received its charter in April of 1958. Its purpose is to provide members with opportunities for (1) personal and professional growth; (2) development of

leadership skills; (3) understanding of the history, ethics, and programs at state and national levels; and (4) participation in professional activities at local, state, and national levels. This purpose is accomplished through regular meetings, the third week of every month, guest speakers, and special projects (FTA Visitation Day, Traveling Talk-Around, Parents Weekend, UNICEF, Tutoring, etc.). PSEA is open to all students enrolled in Mansfield State College and interested in education.

TAU BETA SIGMA

Tau Beta Sigma is a national band sorority whose purpose is to honor outstanding women in the band through membership. The membership also serves as a service organization to the band program. To be eligible for membership, students must have completed at least one semester of band participation and be regularly enrolled members of the college band program. A minimum cumulative grade point ratio of 2.00 is also required. Any student meeting these requirements and demonstrating outstanding qualities of leadership and musicianship may be selected for membership.

HONORARY ORGANIZATIONS

ALPHA BETA ALPHA

The Alpha Pi chapter of Alpha Beta Alpha, a national undergraduate honorary fraternity for Library Education majors, was organized and installed in 1970. Its purposes are to further professional knowledge, to promote fellowship, to provide wholesome recreation and entertainment, and to serve as a recruiting agency for librarianship.

ALPHA PSI OMEGA (Dramatics)

Alpha Psi Omega is a national honorary dramatics fraternity. It provides an honor society for those doing a high standard of work in dramatics. As students participate in departmental productions they are awarded points which qualify them for election to membership in the fraternity. Students must also be active members of Players.

CWENS

CWENS, a national honorary service organization is represented by an active chapter on the MSC campus. Founded as Swannes in 1969, the colony achieved recognition by the national leadership in the ensuing year. Women are invited to membership at the termination of their freshman year on the basis of their scholarship, leadership, service, and interest. Members, in their sophomore year, serve the college community in a voluntary capacity in many respects, with particular emphasis on welcoming and orienting incoming freshmen.

DELTA PHI ALPHA (German)

Delta Phi Alpha is a national German honorary fraternity which seeks to recognize excellence in the study of German and to provide an incentive for higher scholarship. In order to qualify for membership a student must have a minimum of two years of college German or its equivalent with the attainment of sophomore standing. In addition, a student must have a minimum of 3.0 in his German courses and at least 2.4 in all courses of study. He must also indicate a continued interest in the study of German language and literature.

DELTA TAU GAMMA

Delta Tau Gamma is the only honorary service fraternity for upperclassmen at MSC. It exists to provide recognition to students who, by their activities and interests, have given service to the college.

Among the activities Delta Tau Gamma organizes or participates in annually are Christmas Panorama, the campus Bloodmobile, conducting tours for campus visitors and ushering at graduation each year.

GAMMA THETA NU (Oral Interpretation)

Gamma Theta Nu was established in October, 1970 at the Annual Convention of the Speech Communication Association of Pennsylvania. The Society is now a national honorary society with active chapters in Pennsylvania, Washington, D. C., and Virginia. The purpose of this society is to band together, honor, and recognize selected college/university and high school persons who have demonstrated excellence in the communicative arts of oral interpretation, readers theatre, or chamber theatre. The membership of this Society is limited to those who have participated in the previously mentioned interpretative arts. In order to qualify for membership in the Alpha Alpha Chapter the student must: a) be a member of MSC's Readers Theatre Showcase; b) participate in a variety of oral interpretation and readers theatre activities, contests, and festivals; and c) demonstrate competency in at least three of eight capacities such as director, reader, script adapter, etc. Mansfield State College was the first college/university to be granted a charter to establish a chapter of Gamma Theta Nu.

GAMMA THETA UPSILON (Geography)

Gamm Theta Upsilon is an honorary national professional fraternity. Membership is open to both men and women students who have completed at least six semester hours in geography, and who have declared an interest to major in geography, and who have an overall scholastic average of at least 2.0. It seeks to recognize ability and accomplishment in the field of geography and to promote geographical education.

KAPPA DELTA PI

Kappa Delta Pi, an Honor Society in Education, aims to encourage high professional, intellectual, and personal standards and to recognize outstanding contributions to education. To this end it invites to membership such persons as exhibit commendable personal qualities, worthy educational ideals, and sound scholarship.

Juniors having six and Seniors having twelve semester hours of education and who rank in the upper quintile of their class are eligible to be considered for membership. It is a distinct honor and a recognition of educational achievement to be invited to join Beta Rho Chapter of Kappa Delta Pi.

KAPPA OMICRON PHI (Home Economics)

Kappa Omicron Phi is a national honor society with membership in the Association of College Honor Societies. The first chapter was founded December 11, 1922 in Maryville, Missouri. Alpha Beta Chapter was founded in August, 1948. To be eligible, a home economics student must have completed eight semester hours in home economics and be in the top twenty percent of her class. The purpose of this honor society is to further the best interests of home economics.

PHI SIGMA PI

Phi Sigma Pi is a national honorary fraternity for men. Founded in April, 1930, it holds the distinction of being the oldest fraternity at Mansfield State College. With goals of professional growth and academic excellence, Phi Sigma Pi boasts an active program of social service, professional activities, and social functions. Membership is open by invitation only to men who have completed 15 semester hours with a scholastic average of 3.0 or better, and those male students with 30 semester hours completed and a scholastic average of 2.85 or better.

PI DELTA PHI

Pi Delta Phi is a national French honorary society. It recognizes excellence in the study of French and promotes the study of French culture. In order to qualify for membership, a student must have a B average in French, an overall scholastic average of 2.7; and he must have completed Intermediate French 202. The Epsilon Kappa Chapter of Pi Delta Phi seeks to encourage further study of France and its language.

PI GAMMA MU

Pi Gamma Mu is the National Social Science Honor Society, and the Pennsylvania Alpha Beta chapter of that honorary was chartered on the MSC campus in 1968. Invitation to membership is extended to those who have shown unusual interest and aptitude in the study of the social sciences. To be eligible for nomination to membership, a person must have completed twenty semester hours of social science courses with an average grade therein of not less than "B" and with no failing grade in a social science subject.

PI KAPPA DELTA

This national honorary awards membership to any regular college student who participated in intercollegiate debating or individual speaking contests. The goal of the organization is to further the interests of intercollegiate speaking activities and to award those who engage in these speaking activities.

PSI CHI

Psi Chi is the national honor society in Psychology. It serves two major purposes. The first of these is to provide academic prestige to its initiates by the mere fact of membership. Eligibility standards are maintained at such a level that Psi Chi membership attests to the member's superior academic ability. To be considered for membership, one must be a Psychology or Human Relations Major, have a minimum of a "B" average for twelve credit hours in Psychology and be in the upper third of his class.

The second purpose of Psi Chi is to nurture the scientific interest in behavior of its members by offering a climate congenial to its creative

development. To this end, Psi Chi provides its members with various supplemental activities in Psychology and related fields.

SIGMA DELTA PI

Those students who have completed Survey of Spanish Literature, have maintained a 2.75 overall QPA and a 3.0 in Spanish are eligible for the Eta Theta Chapter of the national honorary fraternity, Sigma Delta Pi. Sigma Delta Pi encourages further study of the language and culture.

SOCIAL FRATERNITIES AND SORORITIES

THE INTER-FRATERNITY COUNCIL

I.F.C. is composed of representatives for the five social fraternities at MSC. Interfraternity Council's basic objective is to insure development and maintenance of cooperation and harmony between the fraternity system. It serves as the governing body for the fraternity system on campus as well as coordinating events for Greek Week. It also establishes standards for Rush and is responsible for the scheduling for fraternity intramurals.

PANHELLENIC COUNCIL

Panhellenic Council consists of three delegates from each of the four social sororities on campus. It strives to unite and foster sisterhood among the members, works cooperatively with I.F.C. to promote Greek Week, and coordinates sorority functions. As the governing body of the sororities it supervises Rushing procedures and sponsors the All-Greek party each spring for interested women.

LAMBDA CHI ALPHA

The Mansfield State chapter of The Lambda Chi Alpha Fraternity, one of over two hundred active, growing chapters, internationally was chartered on April 28, 1972, formerly the local fraternity Iota Eta Sigma.

Our Fraternity Education Program offers Associate Membership as a progressive alternative to pledging. Associate Membership is actually an internship whereby a man enjoys the privileges, and accepts the responsibilities of a Brother, while learning about the workings of Lambda Chi Alpha. The Fraternity uses Associate Membership as a vehicle to develop a man socially, culturally, and academically. All male students at M.S.C., upon invitation, may Associate with "the Fraternity of Honest Friendship." Our house, which is owned by the Fraternity, is situated at the top of the hill, 72 College Avenue.

PHI SIGMA EPSILON

Phi Sigma Epsilon, M.S.C.'s first national fraternity, was started in 1962. The ideals of the fraternity are: scholarship, religious responsibility, financial responsibility, fraternalism, citizenship, and social leadership.

To pledge Phi Sigma Epsilon, young men must be at least a second semester freshman and have a 2.0 average. Attendance at our smokers would prove a gratifying experience.

PHI SIGMA KAPPA

Phi Sigma Kappa is the 3rd national fraternity on the Mansfield State College Campus and was founded in 1873. The responsibilities of this

fraternity are to promote brotherhood, stimulate scholarship, and develop character. The requirements to pledge this fraternity are a 2.00 cumulative average and be at least a 2nd semester freshman.

SIGMA TAU GAMMA

Gamma Alpha chapter of Sigma Tau Gamma national fraternity was installed in February of 1965. Its purpose is to promote social, cultural, scholarly, recreational and benevolent fraternal relations for Mansfield State College and for the members of this organization. In promoting these ends, this organization holds the ideals of manhood, brotherhood and citizenship in high regard.

Any male student of good moral character who is regularly enrolled in courses leading to a degree at Mansfield State College with an academic average of 2.00 and a class standing of second semester freshman or above is eligible for initiation into this fraternity.

TAU KAPPA EPSILON

Nu Tau Chapter of Tau Kappa Epsilon Fraternity was installed as the fourth National Fraternity at MSC on March 20, 1971; one of over 320 active national chapters, Nu Tau Chapter had been a TKE colony since April 15, 1969.

Our ideals emphasize the character and worth of the individual, our insistence that the first loyalty should be devoted to education and to the educational institution, and our aspirations for highly democratic organization. TKE is known as "the Fraternity for Life."

The fraternity house is located at 19 College Avenue in Mansfield. All interested men are welcome at any time. "TKE is UNIQUE."

ALPHA SIGMA ALPHA

Alpha Sigma Alpha, installed on Mansfield's campus on May 16, 1970, formerly the local sorority Chi Psi Omega. Delta Epsilon Chapter is a social sorority striving toward lasting friendships, development of womanly character and to the upholding of high standards. The aim of this sorority is to promote development physically, intellectually, socially, and spiritually. Membership is open to upperclassmen and second semester freshmen with a 2.00 cumulative average.

ALPHA SIGMA TAU

Alpha Xi Chapter of Alpha Sigma Tau is the first national social sorority to be established on Mansfield's campus. Installed May 2, 1965, its aims are to promote the ethical, cultural and social development of its members.

Membership is limited to second semester freshmen and upperclassmen with an academic average of at least 2.0 and no record of social probation.

DELTA ZETA

Iota Theta chapter of Delta Zeta was formally installed on Mansfield's campus March 12, 1966, bringing with it the need for a National Panhellenic Council. The object of this sorority is to unite its members in the bonds of sincere and lasting friendships, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity in action; objects worthy of the highest aim and purpose of associated effort.

It is preferred that any girl with a class standing of a second semester freshman or above, wishing to pledge Delta Zeta, have an academic average of a 2.2, and no record of social probation.

ZETA TAU ALPHA

The Eta Epsilon Chapter of Zeta Tau Alpha was installed on the Mansfield campus on February 27, 1972 after one year of colonial status and one year as the local social sorority SAGE. The goals of Zeta sisterhood are reached through the striving for a nobler womanhood through the endeavors of scholarship, social service and friendship.

Any girl with a class standing of second semester freshman or above is eligible to pledge Zeta Tau Alpha if she has achieved an academic average of 2.0 or above.

MUSICAL ORGANIZATIONS

Membership in musical organizations is open to all qualified students, regardless of curriculum.

BANDS

Concert Wind Ensemble

A band limited in membership by audition, the group presents concerts on campus and makes an annual tour of two or three days.

Symphonic Band

Formed after the football season, this band studies a wide variety of band literature and presents concerts on campus.

Varsity Band

Formed after the football season, this band offers an opportunity for those musicians with more limited ability to participate in a performing organization. Concerts are given each semester.

Mountle Marching Band

The Marching Band plays for all home football games, college parades, and selected off-campus games.

Stage Band

Both a professional and instructional activity, the 20-piece band, known as the "Esquires", rehearses twice each week, plays for college dances and concerts, and fills outside engagements.

CHORUSES

Concert Choir

Membership is limited to 48 voices. In addition to presenting a concert each semester and joining with the other choruses for the annual choral festival, the choir takes an annual tour of two or three days.

Festival Chorus

A mixed chorus of sophomore, junior and senior students providing opportunity for experience with and study of great choral literature. The Chorus presents a concert each semester and joins with the other choruses for the annual choral festival.

Freshman Chorus

A mixed chorus required of all Freshman music majors, but open to all students. The chorus presents a concert each semester and joins with the other choruses for the annual choral festival.

Mansfieldians

A pop-vocal jazz group, limited to 16 voices. In addition to concerts on

campus and away, the group sponsors a jazz choral festival for high school vocalists each year.

ORCHESTRAS

College-Community Symphony Orchestra

Provides an opportunity to participate in the performance of standard symphonic literature. The orchestra presents a concert each semester, accompanies outstanding student soloists, participates in the annual choral festival, and takes a short tour each year.

Training Orchestra

A string orchestra which provides orchestral training experience for players with limited ability.

OPERA WORKSHOP

Opera Workshop is a group which primarily studies and performs operatic and musical comedy scenes chosen according to the abilities of the students within the group. Students are given the opportunity, under supervision, to perform in, musically direct, stage direct, conduct, accompany, and coach various scenes. Full-scale musical comedy or operatic productions can be an outgrowth of this group's activities.

CAMPUS MEDIA

FLASHLIGHT

The Flashlight is published weekly by the students of Mansfield State College. Its function is to inform the members of MSC as to what is happening within their sphere of interest.

RADIO STATION

WNTE is a 10 watt educational FM station operating on 89.5 megacycles providing full educational and popular programming for the college and the community. The station programs originate from studios located in the basement of South Hall. WNTE welcomes new students, either experienced or interested in learning of radio operation.

THE CARONTAWAN

The Carontawan is the College yearbook published by interested students on campus. The Carontawan is a reflection of the student life at M.S.C. and also serves as a way to influence public opinion of the college. The Carontawan meets weekly in 211 Memorial Hall and students are not required to have any experience.

CONCEPTION

CONCEPTION, the student literary magazine, is a collection of the best student poetry and fiction written at MSC and submitted for publication during the previous year. Prizes are awarded for the most notable poem and story published in each issue.

FALCON

The Falcon is a nationally distributed literary magazine edited by members of the English department, publishing the work of current American poets and fiction writers of national reputation as well as new or previously unknown writers across the country.

INTRAMURAL RECREATION

A. HUGH SCHINTZIUS
Director of Recreation



A program of intramural recreation activities including men's, women's and co-ed leagues and tournaments in flag football, softball, volleyball, basketball, tennis, badminton, archery, innertube waterpolo, innertube waterbasket, cross country, racquetball and horseshoes are provided for those seeking fun and enjoyment through physical activities. Most activities are conducted in the late afternoon and evening hours. There are many opportunities for student employment as intramural officials and time/scorekeepers. Students interested in participating or working should inquire at the Intramural Office located in Decker Gymnasium.

ATHLETIC ACTIVITIES

INTERCOLLEGIATE ATHLETICS

Mansfield State College is committed to a representative program of Intercollegiate Athletics. Physical facilities (playing areas) and coaching services are provided by the institution. Equipment, travel funds, and other support services are funded by a student dominated corporation, titled College Community Services, Incorporated (C.C.S.I.). Students may participate in Men's & Women's Basketball, Men's and Women's Tennis, Men's and Women's Track, Men's Golf, Men's Cross Country, Men's Wrestling, Men's Baseball, Men's Football, Women's Field Hockey, Women's Swimming, Women's Volleyball, and Co-ed Bowling.

The College is a member of the National Collegiate Athletic Association, the Eastern Collegiate Athletic Conference, the Pennsylvania State College Athletic Conference, the Eastern Association of Intercollegiate Athletics for Women and the Association of Intercollegiate Athletics for Women.

CHEERLEADING

MSC cheerleading is open to everyone, male and female, who have a desire and interest to cheer. The cheerleaders are made up of two separate squads — the freshman and varsity. They cheer at all home basketball and football games and wrestling matches as well as at "away" games and matches. Tryouts are held in the spring of the year for the varsity squad, while freshmen & transfers try out in the fall after classes begin. Come out and support a WINNING team.

STUDENT GOVERNANCE AND COLLEGE JUDICIAL SYSTEM

STUDENT GOVERNMENT ASSOCIATION

Student Government consists of an Executive Council and a Senate.

The Executive Council consists of one President, one Vice President of Academic Affairs, one Vice President of Administrative Affairs, and one Vice President of Social Affairs. To run for the executive council a student must be a full time undergraduate who has completed 24 credits and will be enrolled for the next two academic semesters.

The Senate is composed of one Senator for every 100 students. The Senate chooses their own officers and the Chairperson may vote only when the Senate is equally divided.

Student Government's Committee of Finance is responsible for appropriating the Student Activity Fee with final approval of the Senate. The members of the Committee Of Finance are appointed to the committee by the president of SGA. The Committee Of Finance allocates monies to various campus organizations to insure recreation for the Student Body.

Various committees of SGA are responsible for initiating change on Mansfield's campus. Any student may find out about the various faculty, administrative, or student committees by expressing interest at the SGA office located 214 Memorial Hall. The membership or appointment to each committee is done by the president of SGA with approval of the Student Senate. Mansfield State College's Student Government Association is a member of CAS and every student at Mansfield State College is also a member.

During the 1973-74 year, SGA became highly active in Commonwealth Association of Students (CAS). CAS is a union to which every state college student belongs. Every Pennsylvania State College sends their respective SGA president or his/her designee and a CAS coordinator to each monthly meeting. CAS has a Board of President and a Board of Coordinators which meet separately at the monthly meetings. CAS is an extremely valuable resource area to student governments in the research of new campus innovations.

CAS is an effective voice for students concerns. Commonwealth Association of Students, conceived, organized and sponsored a rally at the Capital in Harrisburg. During the Day of Concern, "a prime issue was, the augmentation of state college funds." Our goal, with the cooperation of other educationally oriented associations, was achieved. Legislators were confronted with an unfamiliar student — a responsible, sincere, constructive and concerned student.

CAS has been quite successful and intends to continually keep legislators and state officials aware of student concerns. The organization needs every students' support and help. It needs an operating budget which can only be attained through optional donations from students.

The Student Government Association is YOUR voice. It deals with every aspect of life. Participation in SGA is a direct benefit to you, your fellow students and the entire college campus. SGA hopes that you are concerned enough to belong.

JUDICIAL SYSTEM

Preface

The College's educational purposes make necessary its concern with the quality of its members' academic and extracurricular life. Even a narrow view of education must concede that a person's activities outside the classroom directly affect his/her academic capacities and learning, and that the intellectual tone of a campus is set by the character of extracurricular life. If one views education more broadly, then it must involve the goal of developing the whole person and not just his intellect and training skills. The College thus pursues two broad aims for its members: sound intellectual and academic training and the development of mature, ethical and responsible persons sensitive to the humanities of others.

The College can best impliment its proper concern for the development of the whole person by adherence to the principle of responsible personal freedom: each member should have a high degree of personal freedom, coupled with an acceptance of full responsibility for his/her individual actions and their consequences. It is the College's conviction that self-development proceeds from the ability to make real choices, and that maturity grows from the intelligent use of freedom. The purpose of a Disciplinary System in the College is to determine when an individual has abused freedom and failed to accept responsibility; to communicate this failure to the person involved and permit him to explain his actions; to determine an appropriate modification or loss of privilege, if any; and to assist the person in making a constructive response toward self-discipline.

JUDICIAL STRUCTURE

The following system of hearing boards is instituted to deal with the stated proscriptions which adversely affect the College's educational interests.

Administrative Hearing

Upon receipt of a complaint, the Vice President for Student Affairs or his designee will meet with those involved in the complaint. The Vice President or his designee shall offer those involved the option of a hear-

ing before a hearing board or an administrative official(s) designated by the Vice President for Student Affairs. The hearing shall consist of a meeting of the administrative official(s) and those involved in the complaint. Following a complete discussion of the incident, the administrator(s) will reach a decision and, if appropriate, impose a sanction. Both parties must agree to the option of an Administrative Hearing. The decision of the hearing may be appealed to the College Appeals Board.

The College Hearing Board

The College Hearing Board shall be the board of original jurisdiction for all cases that involve violations of College Policy, excluding traffic violations. The Board shall consist of 15 members: 5 students, 5 teaching faculty, 5 administrators. Nine members, three from each group, shall be randomly selected for the hearing of each case.

The College Appeals Board

The College Appeals Board shall be established to consider appeals of College Hearing Board decisions. The Board shall consist of 15 members: 5 students, 5 teaching faculty, and 5 administrators. Nine members, three from each group, shall be selected at random for each appellant case.

College Organizations

If a College Organization is charged with a violation of College Policy, such charges shall be brought against the appropriate offices of that organization who shall be named as a representative of that organization. If the situation warrants, other members of that organization shall be charged as additional representatives of that organization.

Following the identification of the representatives of the organization in question, the procedures contained in the campus Judicial Code shall be employed.

Selection of Hearing Board Members

Student members of both hearing boards, (ten members, five for each board) shall be appointed by Student Senate.

Faculty members, (ten, five for each board) shall be appointed by the Faculty Council Executive Board.

Administrators, (ten, five for each board) shall be appointed by the Vice President for Student Affairs.

Appointment of Board Members shall occur annually; consecutive terms are admissible.

Selection of Hearing Board Members

Appointments to Hearing Boards shall be made at the beginning of the academic year for the period of September to June. Appointments for

Summer sessions shall be made prior to the termination of the Spring semester.

Soon after their selection, the members of each Hearing Board shall hold an organization/orientation meeting. The meeting shall be called by the Vice President for Student Affairs or his designee. At that meeting, the method by which the Chairperson for each hearing shall be selected, will be determined.

STUDENT CONDUCT

Rationale for Discipline

The rights and privileges exercised by any person are always a function of his/her relationship with others. Taken as a whole, his/her area of freedom is derived from the surrounding community, which holds him/her responsible, formally and informally, for the manner in which that freedom is exercised.

Freedom constructively used is expanded, while freedom used destructively is diminished. Restriction of privilege inevitably follows misconduct because of the interdependence between individual and community. Discipline is the process of determining restrictions appropriate to a particular form of abuse. Discipline is fundamental to education, a major purpose of which is to assist people in making the wisest possible use of freedom and thereby acquire more.

College discipline shall be limited to instances of misconduct which adversely affects the College community's pursuit of its educational purposes, namely (1) the opportunity of all members of the College community to attain their educational goals, (2) the generation and maintenance of an intellectual and educational atmosphere throughout the College community, (3) the protection of health, safety, welfare and property of the College community and the College itself.

Persons engaged in misconduct will be judged by their actions and motives as interpreted by persons or committees with disciplinary authority, rather than by their own interpretation of intent.

The College shall make its sanctioning powers serve its educational goals, rather than promote general police functions well represented in general law.

In situations in which a violation of civil or criminal law has occurred on campus, College authorities may choose to refer the case to an off-campus law enforcement agency and subsequently to the courts. At the conclusion of the off-campus process, the College may elect to initiate appropriate proceedings within the Campus Judicial System.

Specific proscriptions, or conduct which adversely affects distinct College interests or educational purposes are the following:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud.
3. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities, including public functions and other authorized activities on College premises.
4. Physical abuse of any person on College premises or at College-sponsored or College-supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft from or damage to property under the jurisdiction of the College, or theft or damage to the property of a member of the College community on College premises.
6. Failure to comply with the directions of College officials acting in performance of their prescribed duty.
7. Violation of published College Regulations and any other regulations which may from time to time be enacted.
8. Repeated violation of published rules governing College Residence Halls.
9. Violation of Civil Law on property under the jurisdiction of the College in a way that adversely affects the College community's pursuit of its proper educational purposes, as enumerated above.

Sanctions Defined

A preliminary observation should be made. Even where violation of a College Regulation is established, sanctions need not in every case be imposed. Matters of extenuation should always be taken into account, along with circumstances, in determining sanctions. No sanctions should be imposed more serious than are clearly appropriate in the circumstances.

Hearing Board Sanctions

1. **Admonition.** An oral statement to the student offender that he/she has violated College Rules.
2. **Censure.** Written reprimand for violation of specified regulation.
3. **Compensation** in the form of work or other duties as outlined in the description of sanction presented to the student.
4. **Restitution.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

5. **Fines** may be imposed at the discretion of the Hearing Board, not to exceed \$25.00. Money collected as a result of a fine shall be deposited in the Emergency Account of Central Bank.
6. **Disciplinary Probation.** A written notice placing a person on probation. The conditions of that probation, such as its duration, limitations, and specific penalties are stated in the probation.
7. **Suspension.** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. The person may re-enroll in the College at the termination of his period of suspension without readmission.
8. **Dismissal.** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of dismissal.

Judicial Proceedings

The goal of judicial proceedings should be to develop procedural minima assuring fairness, rather than a formal replication of what obtains in civil society. When a person is brought before a hearing committee, the following requirements of procedural due process shall be observed.

1. No member of a hearing committee who is otherwise interested in the particular case shall sit in judgement during the proceeding.
2. The person shall be informed in writing of the reasons for the proposed disciplinary action with particularity, and in sufficient time to insure opportunity to prepare for the hearing.
3. The person appearing before a College Hearing Board shall have the right to be assisted in his defense by an adviser of his choice.

Initiation of Judicial Proceedings

Any academic or administrative official of the College, any member of the faculty, or any student of the College may file charges against any member of the College for violation of all-college proscriptions (see outlined proscriptions). The charges shall be filed with the Office of the Vice President for Student Affairs who shall recommend that the charges be disposed of informally, referred to the appropriate union agency, referred to civil authorities, or disciplinary proceedings be initiated. If all parties involved are not satisfied with informal resolution, the Office of the Vice President for Student Affairs shall send to the person(s) charged a copy of the charge together with notice of applicable procedures that the person should be aware of. A copy of the charges shall be sent to the Chairperson of the College Hearing Board. The Chairperson of the Hearing Board will set the time for the proceedings.

Pending action on the charges, the status of the person or his/her right to be present on the campus and to attend classes shall not be altered.

Exceptionally, for reasons relating only to the demonstrated danger to the safety and well-being of the charged person, or for reasons relating only to the demonstrated danger to the safety and well-being of students, faculty, or college property, the charged person may be advised by the Vice President for Student Affairs, pending consideration of the case, that his/her removal from campus would be in his/her own best interest or the best interest of the College community. Such advice shall be made before witnesses.

Appeals

A person found guilty of misconduct by the College Hearing Board may file an appeal from the decision of the Hearing Board within forty-eight (48) hours, after receiving that decision (weekends and college holidays not included) to the Office of the Vice President for Student Affairs.

Any person who is being charged or who has appeared before a College Hearing Board, who willfully behaves in a manner which is detrimental to the health and safety of those involved directly in the case, shall appear before the Vice President for Student Affairs for appropriate action.

RULES OF PROCEDURE FOR HEARING BOARDS

Notice

In any action or proceeding before the Hearing Boards, notice must be given to the party against whom such action or proceeding is brought.

- I. Notice must be given in the form of a written complaint signed by the complaining party which shall specify in complete form:
 - A. The approximate time, place, date, and identification of the conduct or violation of the College Rules complained of.
 - B. All the facts necessary and relevant to enable the party complained of to be informed of the charge against him/her.
 - C. Notice must be given of the rights of any party before the Hearing Board convenes.
- II. Written notice of the time, date, and location of the hearing to be held on any complaint shall be given concurrently with the notice required by Paragraph I of this section on either a separate form or on the face of the complaint. Such notice shall also contain notice that the person being charged need not be present at the hearing. If not present, the Board, following established procedures, may conduct the hearing in the charged person's absence.

Service

In any action or proceeding before the Hearing Boards, service of notice will be effected by registered mail (with return receipt requested) or upon the person(s) directly.

Time

Commencing from the date of service, the party upon whom such notice is served shall be afforded three (3) days before the commencement of any action or proceeding before the hearing board. The time required by this section may be waived by mutual consent of and upon the submission of a written request for an earlier or later hearing. Notice of new time and place of hearing shall be sent to the party complained of as provided in Paragraph headed **Notice**.

Commencement of Action

All actions, excluding appeals, shall be heard by the College Hearing Board by way of signed complaint. An action shall be commenced by filing such complaint with the Office of the Vice President for Student Affairs, which shall be responsible for complying with the sections governing service and time.

Right to Counsel

Any person(s) appearing before a College Hearing Board shall have the right to be assisted in their defense by an advisor of their choice. However, if either party to the complaint elects to be represented by legal counsel, the other party must be notified of that decision three (3) days prior to the hearing date.

Procedural Standards of Hearings

In any hearing before College Judicial Boards where the charge is a violation of College Rules, the party complained of shall have all the protections guaranteed by due process of law.

The procedural due process of law includes all of those rights of the person previously mentioned as well as the following:

- I. The burden of proof in any hearing or proceeding before the Hearing Boards lies with those instituting the complaint.
- II. Both parties to any action or proceeding before the Hearing Boards shall have the right to cross examination of witnesses who testify, and shall have the right to submit evidence in rebuttal. The Hearing Board shall have the right to question witnesses.
- III. Evidence. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Hearing Board. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted. The Hearing Board involved shall decide whether evidence has been properly acquired.
- IV. The Hearing Board may admit evidence which is deemed by them to be relevant. It may exclude incomplete, irrelevant, immaterial or unduly repetitious evidence.

- V. All claims of privileged communication recognized by law shall be observed (i.e. counselor-student, physician-student, minister-student). Such communication shall not be used as evidence by the Hearing Board.

Conduct of Hearing

- I. The Vice President for Student Affairs' Office shall designate one of its members who shall present complaints brought in the name of the College.
- II. Complaints brought by members of the College community other than the Office of the Vice President for Student Affairs shall be personally presented by the party or a person of his/her choice. (See Right to Counsel)
- III. Prior to any session of the Hearing Boards, the Vice President for Student Affairs' Office shall provide only such information as is necessary for the Hearing Boards to understand the nature of the complaint.
- IV. In all cases before the Hearing Boards, a vote of the majority of the members present shall be required to find for guilt/innocence of the complaint charged. The Hearing Boards must convene and act with a quorum of two-thirds (2/3) of its members present.
- V. In the presence of all parties, the Hearing Boards shall read the complaint, and request the party complained of to state whether he wishes to enter a plea of guilty or not guilty.
 - A. Upon a plea of guilty proceed to Part II of **Decision**.
 - B. Upon a plea of not guilty, the prosecution must present its evidence. The party complained of shall then have an opportunity to question the evidence presented and to present his/her own evidence.
- VI. After hearing all the evidence, the Board shall make a finding of guilt or innocence, solely upon the evidence presented.
- VII. A member of the Hearing Board must, at any time, withdraw from any procedure if he/she deems themselves disqualified for personal bias. After showing just cause, either party to the dispute may request that a member of the Hearing Board be withdrawn.
- VIII. The hearing Board shall be allowed to request for testimony such persons or papers essential to the finding of a fair and just decision.
- IX. The Chairperson of the Hearing Board shall be responsible for maintaining order and room decorum.
- X. Any person who commits an action in the presence of the Hearing Board, which interrupts the proceedings of the Board, and any

person who refuses to comply with a reasonable order of the Board, can, at the request of the Chairperson, be removed from the hearing room.

- XI. Meetings of the Hearing Boards shall be open. However, either party may request that the Hearing Board declare the hearing room closed. If such request is made, the meeting of the Hearing Board will automatically become closed.

Decision

- I. After the presentation of all the evidence, the members of the Hearing Boards shall request the withdrawal of all parties, at which time the Hearing Board shall make its decision.
- II. After a decision is reached, it shall be read to the party complained of and the party bringing the complaint. A guilty verdict will be accompanied by a sentence. In cases of student conduct in violation of the rules of the College, the parties shall be informed of their right of appeal to the College Appeals Board. A written copy of the decision shall be sent to all parties.
- III. Any member of the Hearing Board who wishes to submit a signed dissent in writing to any decision of the Board may do so. Such dissent shall accompany the decision and shall likewise be sent to all parties.

Right to Appeal — By Whom

- I. Any party who has been found guilty as the final judgement of any Hearing Board, shall have the Right of Appeal.

Appellate Tribunal

- I. The College Appeals Board shall serve as the Appellate Tribunal to hear all appeals from the College Hearing Board.
- II. Appeals from the judgement of the College Appeals Board may be made to the President of the College.

Procedure for Appeals

- I. **Taking an Appeal.** Any party as defined in Paragraph I of **Right to Appeal** may take an appeal by filing an Appeal Form, properly completed, with the Office of the Vice President for Student Affairs, who shall acknowledge receipt of such appeal on a written form. The Vice President for Student Affairs shall then notify the College Appeals Board that an appeal has been filed. Reasons for appealing a decision shall be limited to procedural errors in the original hearing or new information.
- II. **Time.** No appeal shall be heard by the College Appeals Board unless the Appeal Form is filed within forty-eight (48) hours

(weekends and college holidays not included), after a decision has been handed down by the College Hearing Board, or unless an excuse deemed sufficient by the Appeals Board for failure to file is presented.

- III. Upon receipt of an Appeal from the College Hearing Board, the College Appeals Board shall send notice to the College Hearing Board to produce the record of the matter as required by Section, **Records**. If the Hearing Board fails to produce said record, the appellate board shall either dismiss the original complaint or grant a re-hearing in its entirety.
- IV. **Discretion to Hear Appeal.** The College Appeals Board shall meet within three (3) days after the filing of an appeal form, to review the Appeal Request. After reviewing the Appeal Request and the written records or audio tapes of the original hearing, the College Appeals Board may choose to:
 - A. Deny the Appeal.
 - B. Grant an appeal hearing only on information relative to procedural errors or new evidence.
 - C. Conduct a new, complete hearing.The person(s) being charged, as well as those bringing charges, may be present to hear any decision of the Board.
- V. Should the College Appeals Board grant the Appeal Hearing or a new, complete hearing, the Board shall meet as soon as practicable to hear the Appeal. The Secretary of the appellant board shall notify all concerned parties, in writing, of the day, hour and place the Appeal shall be heard. The appellant shall also be notified at this time of his/her rights at the hearing of the Appeal.

Individual Rights at Hearing of Appeal

- I. In any case where a re-hearing is given, the appellant(s) and the respondent(s) shall have all the rights as if this were a trial in the first instance.
- II. In all other cases, the appellant(s) and the respondent(s) shall have the right to be present at the hearing of the Appeal and to present arguments personally or through the person of his/her choice.

Conduct on Hearing Appeals

- I. Except where a re-hearing is given, the Appeal shall be limited to a consideration of those procedural errors or new evidence pointed out by the appellant in his appeal form.
- II. The conduct of the hearing of the Appeal shall proceed as follows:

- A. The appellant or personal representative shall present his/her arguments.
 - B. The respondent shall follow the appellant and present his/her arguments.
 - C. The appellant shall then present any rebuttal argument.
 - D. The respondent shall follow and present any rebuttal argument.
- III. The length of the arguments shall be determined by the Board.
 - IV. The appellant justices may, at any time, question the petitioner on any relevant point.

Decision

- I. After the hearing of an Appeal, the Appeal Board may:
 - A. Uphold the original decision.
 - B. Reduce the original decision.
 - C. Suspend the original decision.
 - D. Dismiss the original decision.
- II. In all cases, after the argument, the parties shall withdraw and the Board members may deliberate or wait the period of time provided in this section.
- III. A decision must be rendered in writing within five (5) days from the time of the argument.
- IV. Any appellant(s) whose decision is affirmed shall be notified, at the time of decision, of his/her right of further appeal.

Records

- I. Only Hearing Boards have the right to maintain written records or recording devices.
- II. In any hearing or proceeding before a Hearing Board, the secretary of the Board shall make a summary record noting all pertinent matters, names of witnesses, objections; ruling which shall be sufficiently comprehensive in form for review. Audio-tapes are permissible.
- III. The records of the Hearing Boards shall not be public records. They shall only be read by authorized persons, designated by the Vice President for Student Affairs. All matters therein contained shall be regarded as confidential. It shall be grounds for removal for any board member to reveal any matter in any record.

- IV. All records shall be retained for a reasonable amount of time, not to exceed four years.
- V. All records shall be kept in an area designated by the Office of the Vice President for Student Affairs.

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER

TITLE I

Section 1. Statement of Purpose. The following rules are adopted by simple majority vote of the Non-Instructional Employees Council, the Faculty Assembly and the Student Council. The following are rules adopted by simple majority vote by the Board of Trustees of Mansfield State College for the self governance of the College. Amendments and revisions may be made by simple majority vote of Non-Instructional Employees Council, the Faculty Assembly and the Student Council and of the Board of Trustees. All legally recognized bodies must act affirmatively in order to amend or revise these rules and regulations. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly as lawfully defined, nor the powers of the President or other officers as legislatively mandated or by common law.

Section 2. Application of Rules. These rules shall not repeal, supersede or preclude any other rules relating to the same subject matter except to the extent they are inconsistent therewith. Said rules shall apply to Mansfield State College. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees invitees, and all other persons, whether or not their presence is authorized, upon the campus or related territory of Mansfield State College, used in its activities including but not limited to teaching, housing, research, administrative, service, cultural, recreational, athletic or other programs and activities.

Section 3. Prohibited Conduct. No person, either singly or in concert with others, shall:

- (a) Intentionally or knowingly cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do.
- (b) Physically restrain or detain any other person nor remove such person from any place where he/she is authorized to remain.

- (c) Willfully damage or destroy real or personal property of the Commonwealth of Pennsylvania or real or personal property of students, faculty, or associations of persons, or remove or use such property without authorization.
- (d) Without permission, express or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
- (e) Enter upon and remain in any building or facility for any purpose other than its authorized uses or to enter or remain in a building or facility in such manner as to obstruct its authorized use by others.
- (f) Without authorization, remain in any building or facility after it is lawfully closed.
- (g) Refuse to leave any building or facility after being lawfully required to do so by an authorized administrative officer.
- (h) Intentionally or knowingly obstruct the free movement of persons and vehicles in any place to which these rules apply.
- (i) Intentionally or knowingly disrupt or prevent the peaceful and orderly conduct of authorized and legal assemblies, or intentionally or knowingly interfere with the freedom of any person to express his/her views, including invited speakers.
- (j) Knowingly have in his possession upon any premises to which these rules apply, deadly weapons of any nature, including Molotov cocktails, bombs, explosives, or incendiary devices, without the written authorization of the President or his designee whether or not a license to possess the same has been issued to such person.
- (k) Willfully and successfully solicit, request, command, importune, or otherwise attempt to cause others to commit any of the acts herein prohibited with specific intent to procure them to do so.

Section 4. Freedom of Speech and Assembly; Picketing and Demonstration. No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his/her views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

Section 5. Procedure.

- (a) The President or his designee shall inform any licensee or invitee who shall violate any provisions of these rules that his license or invitation is withdrawn and shall direct him to leave the campus or other property or facility of the institution. In the event of his failure to do so, such officer shall cause his/her ejection from such campus or property or facility.

- (b) In the case of any other violater, who is neither a student or faculty or other staff member, the President or his designee shall inform the person that he/she is not authorized to remain on the campus or facility or other property of the institution and direct such person to leave such premises. In the event of failure or refusal to do so, such officer shall cause his/her ejection from the campus or property or facility. Nothing in this paragraph shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his/her liability to prosecution for trespass, loitering or other offenses as prescribed in the penal law of the Commonwealth of Pennsylvania.
- (c) In the case of a student, charges for violation of any of these rules may be presented and shall be heard and determined in the manner established by Mansfield State College for the disposition of charges which may lead to expulsion.
- (d) In the case of a faculty member having probationary or tenured appointment, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with the tenure policies adopted by the Board of Trustees.
- (e) In the case of any staff member who holds a position in the classified Civil Service, described in the Civil Service Act, charges of misconduct in violation of these rules shall be made, heard and determined as prescribed in that act.
- (f) Any other faculty or staff member who shall violate any provision of these rules shall be dismissed, suspended, or censored by the appropriate authority prescribed by the policies of the Board of Trustees.

Section 6. Penalties. Any persons violating these rules shall be subject to penalty, viz:

- (a) If he/she is a licensee or invitee, have his/her authorization to remain upon the campus or other property withdrawn upon direction of lawfully authorized administrative officer. In the event of failure or refusal to leave the campus or property, he/she shall be subject to ejection upon order of said administrative officer.
- (b) If the person is a trespasser or visitor without specific license or invitation, be subject to ejection upon order of an authorized administrative officer.
- (c) If the person is a student and an authorized administrative officer invokes the provisions of this act, he/she may be subject to temporary suspension, reprimand or warning, and, after appropriate hearings, to dismissal or such lesser disciplinary action including suspension, probation, loss of privileges, fine, restitution, reprimand or warning as the facts of the case may warrant. Charges

shall be laid by the Vice-President for Student Affairs before the Men's-Women's Hearing Board in the case of an undergraduate student of Mansfield State College. Charges against graduate students shall be laid by the Vice-President for Student Affairs before the College-Wide Appeals Board as court or original jurisdiction.

- (d) If the person is a faculty member charged with misconduct of the Civil Service, described in Section 741.3 of the Civil Service Act (State Government, 71 p.s. Section 741.3), an authorized administrative officer invokes the act, he/she may be charged before the appropriate Civil Service body prescribed in said act.
- (f) If the person is a staff member other than one described in paragraphs (b) and (e), and is found guilty, be subject to dismissal or such lesser disciplinary action as the facts may warrant after appropriate hearing procedure before the President.

Section 7. Enforcement Program. The president shall be responsible for the enforcement of these rules and other administrative officers shall be herein authorized to take action in accordance with these rules when required or appropriate to carry them into effect.

It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any manner affecting them in their relations with the institution. In the case of any **prima facie** violations of these rules by such persons, which in the judgement of the President, or the appropriate administrative officer, and the violation does not pose any immediate threat of injury to person or property, such officer shall make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to cease and desist and to resort to reasonable and lawful methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, with consequences and they include ejection from any premises of the institution where their continued presence and conduct is in violation of these rules.

In any case where violation of these rules does not cease after such warning and in other cases of willful violation of these rules, the President or the appropriate administrative officer shall cause the ejection of the violator from any premises which he/she occupies in violation of these rules and shall initiate disciplinary action as herein before provided.

The President or the appropriate administrative officer may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules and he may request the legal counsel of Mansfield State College to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

Section 8. Appropriate Administration Officers: Designees of the President. Individuals who shall be deemed to constitute appropriate administrative officers and who are deemed to be designees of the President are: 1) The Vice-President for Academic Affairs. 2) the Vice President for Student Affairs, 3) Vice-President for Administrative Affairs, 4) Dean of the Faculty of Professional Studies. 5) Dean of the Faculty of Arts and Sciences, 6) Dean of the Faculty of Graduate Studies, 7) Dean of Students, 8) Director of Non-Instructional personnel.

Persons other than the above are not proper persons to invoke this act. In an extreme emergency, the President may designate a person other than those persons named above to invoke the provisions of this act.

Section 9. This act shall be known as "**The Rules and Regulations to Maintain Public Order, Mansfield State College**" and may be cited as "Public Order Act, M.S.C."

TITLE II

Section 1. Principles.

- (a) Mansfield State College, as a community of scholars, affirms, supports, and cherishes the concepts of freedom of thought, speech, and lawful assembly. Freedom to experiment, to present and to examine alternative data and theories; the freedom to hear, to express and to debate various views; and the freedom to voice criticism of existing practices and values are fundamental rights which must be upheld and practiced by the College in a free society.
- (b) Recognizing that the education processes can include demonstration and other forms of collected expression, the College affirms the right of individuals and groups to assemble and to demonstrate on campus within the limits of the public order act. The College also affirms the right of others to pursue their normal activities within the College and to be protected from physical injury or property damage.
- (c) The College should be vigilant to insure the continuing openness and effectiveness of channels of communication among members of the College on questions of common interest. To further this purpose, a Committee on Open Expression is hereby established as a standing committee by the Office of the President. The Committee on Open Expression has as its major tasks, monitoring the communication processes, recommending policies and procedures for improvement of all channels of communication, advising administrative officers where appropriate, participating in evaluation and resolution of conflicts that may arise from incidents or disturbances on campus.

Section 2. Committee on Open Expression.

- (a) The Committee on Open Expression consists of twelve members five students, four faculty members, one non-instructional staff member and two representatives of the administration. Administrative officers are defined in Section 8 of Title I, may not be members of the Committee on Open Expression.
- (b) Members of the committee are appointed by the President in the following manner:
 - a) student members shall be nominated from undergraduate and graduate students by a means arrived at by legally recognized representative student groups. If the students are unable to agree upon such a procedure, and instead propose several different procedures, the President shall make an interim choice between the student proposals. Students selected by an interim process shall serve only until their peers have established a permanent selection process.
 - b) faculty members shall be nominated by the Faculty Advisory Council; the administration members shall be nominated by the President; the non-instructional staff member shall be nominated by the Non-Instructional Council.
 - c) each member shall be selected for one year. Any individual may not serve for more than two consecutive terms.
 - d) the chairperson of the Committee shall be selected by and from the members of the Committee on Open Expression.

Section 3. Jurisdiction. The Committee shall have competence to consider all issues and controversies involving open expression under the public order act. The Committee functions include, but are not limited to, the following:

- (a) Reviewing administrative decisions regarding invocation of the public order act taken with prior Committee consultation.
- (b) Recommending to the Board of Trustees and other legally recognized bodies any proposals to amend or repeal the public order act. The affirmative vote of seven members is required to make such recommendation.
- (c) Advising administrative officials with responsibilities affecting freedom of expression and communication, including particularly the use of College facilities for meetings and the utilization of force to terminate a demonstration.
- (d) Mediating where possible in situations that threaten to give rise to incidents that may possibly violate the public order act.

- (e) Evaluating and characterizing incidents that have occurred both to determine whether the conduct considered as a whole, of any group, has violated the public order act, and to attempt to discover or remedy any intentional and inadvertent failures in communications that may have caused or contributed to the incident. The Committee will not act as a disciplinary body to try charges against individual persons and impose punishment, however, its interpretation of the public order act may be probative in any disciplinary proceedings that may ensue.
- (f) Adopting procedures and rules for the functioning of the Committee, varied to suit the several functions, consistent with the public order act.

Section 4. Procedures.

1. Seven members of a Committee constitute a quorum. No member may participate in the consideration or decision of an issue in which he/she is or may become involved.
2. The Committee can authorize subcommittees, selected from its own members, to act for the Committee in any matter except the issuance of opinions interpreting the public order act, or the making of a recommendation to amend or repeal the public order act.

ACADEMIC POLICIES

SCHOLASTIC STANDARDS AND REQUIREMENTS

ACADEMIC COUNSEL

Students are urged to make the fullest possible use of the academic counseling available to them through their respective advisors, departmental chairpersons, instructors and deans. Faculty are expected to post and keep regular office hours for this purpose.

The student should make a choice of major only after considerable thought and deliberation. Current information regarding the various fields of study offered at MSC may be obtained from the Department Chairperson, Academic Dean, and the Placement Office.

CLASS STANDING

Class standing is determined by the total number of semester hours earned including acceptable credits transferred from other accredited colleges.

Freshman	0-31 semester hours of earned credit
Sophomore	32-63 semester hours of earned credit
Junior	64-95 semester hours of earned credit
Senior	96 semester hours or more of earned credit

Before the end of the sophomore year, students are to select a major field of study. To select a major (if initially "undecided") or to change a major, a student must process a Change of Curriculum Form, which may be obtained in the Office of Academic Affairs, 103 A.H.

SEMESTER

To be considered a full-time student a minimum of 12 semester hours of work must be carried. 12 to 18 semester hours constitutes normal student class schedule. A student desiring to carry more than 18 semester hours must obtain permission from his/her department chairperson and meet the following:

Credits	Quality Point Average
19	2.60 or above
20	3.00 or above
	(Exceptions must be approved by the Office of Academic Affairs)

MARKING AND POINT SYSTEM

Mansfield State College employs the 4-point system in evaluating academic performance:

Grade	Interpretation	Quality Points
A	Excellent	4
B	Above Average	3
C	Good College Work	2
D	Passing	1
F	Failure	0
I	Incomplete	0
P*	Passing	0
F*	Failing	0
W	Withdrawal	0

Instructors may correlate percentage scores with letter grades. For such correlations the following list of equivalents is presented:

90 — 100 = A
80 — 89 = B
70 — 79 = C
60 — 69 = D
0 — 59 = F

The quality point average (Q.P.A.) is determined by dividing the total number of quality points earned by the total number of semester hours of work attempted, excluding semester hours earned on the Pass-Fail basis. It should be noted that semester hours and credit hours are one and the same. The Q.P.A. is the index by which a student's academic standing is judged.

An "F" grade in a required course must be cleared by repeating the course. It is not to the student's advantage, however, to repeat a "D" grade.

An "I" (incomplete) grade is used to denote unfinished work because of a death in the family, illness, accident or other serious mitigating circumstances. "I" grades are given by the professor of the course in consultation with the Academic Affairs Office. The student is responsible for the removal of an "I" grade before the end of the third week for the next semester during which he/she is enrolled at the College. If the "I" grade is not cleared in that period, the Registrar shall record a final grade of "F".

In addition to letter grades, the following designations (none of which is figured in the Q.P.A.) are used in situations warranting them:

- S — Satisfactory
- U — Unsatisfactory
- EX — Credit by examination
- W — Withdrawal from the course after the drop-add period with the approval of the instructor and the Office of Academic Affairs.

- AU —Audited
P* — Passed on P/F basis
F* — Failed on P/F basis

WITHDRAWAL FROM OR ADDITION OF A COURSE

A student may withdraw from a course during the first nine weeks of a semester without penalty. After nine weeks a "W" will be recorded on the student's record upon withdrawal from a course. Course withdrawal after the designated nine-week drop period is permitted with the approval of the Academic Affairs Office, the instructor of the course, and the student's department chairperson. A statement in writing from the student's medical doctor, counselor, or close family must be substantiated by the Academic Affairs Office before a student is permitted to complete withdrawal procedures.

A student must add a course during the first two weeks of the semester.

To drop or add a course during the drop-add period, the student secures the appropriate form from the Computer Educational Center, has the form signed by the instructor of the course and by his/her advisor, and returns the form to the Assistant to the Office of Academic Affairs, Room 122 — Alumni Hall. No notation of a course drop will appear on the student's permanent record if withdrawal is during the designated drop-add period.

A student will receive an "F" in any course for which he/she withdraws without approval.

PASS-FAIL POLICY

1. Eight courses may be taken under the pass/fail option over the total four years. A student may take no more than one course for pass/fail each semester. (This is unchanged from the present policy).
2. No 100 or 200 level courses taken in fulfillment of Core or General Education requirements may be taken pass/fail.
3. Any 100 or 200 level course may be taken for pass/fail but they will be counted as free electives only.
4. Information that any 100 or 200 level course taken pass/fail will count only as a free elective should be included on the pass/fail option card.
5. Courses required by the major department may only be included in the pass/fail option at the discretion of the department.
6. Pass grades will be "D" or better and three failures under the option will constitute loss of the option. Pass/fail courses are not reflected in the quality point average of the student, but will be counted as credits earned if a passing grade is received. The student has a two week period at the beginning of the semester to elect to take a

course pass/fail. He may not change his pass/fail option to a letter grade or select the pass/fail option after the two-week add period has passed.

CHANGE OF MAJOR

Requests to change major may be initiated in the office of the student's appropriate Dean.

PETITION

Whenever any rule or regulation of the College causes an unfair hardship, the student is entitled to petition for an exception by filling out a petition form obtainable from his/her appropriate Dean. Advisors will be glad to assist in the preparation of a petition. Completed forms should have the necessary signatures prior to submission to the Office for Academic Affairs.

ACADEMIC CONTINUANCE POLICY

Students entering Mansfield State College in September, 1972, or thereafter are permitted continued matriculation governed by credits attempted with the corresponding minimum quality point average (Q.P.A.) as required by the following outline.

The grade report issued to the student at the termination of a marking period serves as the means whereby the student is informed of his/her academic status. Students with Q.P.A.'s below 2.00 are automatically placed on academic probation for the following term.

- 0 — 18 S.H. attempted at the end of any marking period — 1.40 Q.P.A. or better
- 19 — 37 S.H. attempted at the end of any marking period — 1.60 Q.P.A. or better
- 38 — 56 S.H. attempted at the end of any marking period — 1.80 Q.P.A. or better
- 57 — or more attempted at the end of any marking period — 2.00 Q.P.A. or better

Having attempted 57 or more semester hours (S.H.) of credit, students are expected to maintain an academic average of 2.00 or better. Should a student's Q.P.A. fall below a 2.00 at the end of any marking period in which he/she has attempted 57 or more credits, the student must remove himself/herself from academic probation in the next marking period for which he/she is matriculated. Failure to do so will result in dismissal from the College.

Transfer students are subject to the same academic standards as those in effect for regular Mansfield students. For example, a transfer student

with 18 S.H. of credit accepted in transfer taking 18 S.H. at M.S.C. must have a 1.60 or better at the close of the term in order to continue.

Readmitted students with Q.P.A.'s below a 2.00 are expected to attain the requisite average as mandated by the above schema.

Any student whose quality point average is below the required Q.P.A. as outlined will be dismissed from the college. Following dismissal notification, a student upon his/her own initiative has recourse to the Academic Standards Review Board if the student is of the opinion that there is sufficient reason upon which to appeal his/her dismissal. Should the student desire a review of the case, **arrangements for such review are incumbent upon the student.**

Following a first dismissal, a one calendar year interval must elapse before a student may re-apply for re-admission. Any student twice dismissed for academic deficiency automatically terminates his/her association with Mansfield State College.

ACADEMIC STANDARDS REVIEW BOARD

Students who have not achieved the minimum required grade point average to permit them continued matriculation are subject to dismissal from the College. The academic standard to be followed in the case of each student will be that academic standard's policy which was in effect at the time of the student's initial matriculation or readmission.

Following dismissal notification a student, upon personal initiative, has recourse to the Academic Standard's Review Board if in his/her opinion there would be sufficient reason upon which to appeal the dismissal. Should the student desire a review of the case, he/she should state this to the administrative officer informing him/her of dismissal.

I. Composition of the Review Board:

- A. The Vice President for Academic Affairs or his designee shall serve as Chairperson of the Board.
- B. One faculty member from each school of the college plus one member-at-large shall serve as voting members of the Board for a term of one year.
- C. The Chairperson of the student's department shall have one vote.
- D. One faculty member of the student's choice shall have a vote.

II. Procedures:

- A. The Office of Academic Affairs shall establish the dates of the Review Board and notify the student of the designated time and place. The Chairperson of the Board will not have a vote unless there is a split decision.
- B. After having been notified of the time for the hearing the student

is expected to address to the Chairperson of the Review Board a written appeal stating his/her case. This written appeal may be mailed to the Chairperson or brought in person by the student to the hearing. In no case, however, will the Board be obligated to decide an appeal if the student has failed to provide the Board with a written statement of the appeal.

- C. After receiving information with regard to the appointed time and place for the hearing, the student is expected to request his/her departmental chairperson and a faculty member of personal choice to appear before the Board at the appropriate time.
- D. Before a student discusses the case with the Board, the student's written review will be read by the Board. The voting members of the A. S. R. B. will consider all necessary records of the student. The student also will be given the opportunity to speak to the A. S. R. B. (if he/she so desires).
- E. Following the presentation of the appeal, the five Board members for the case will vote by secret ballot (example: John Doe — granted or denied) and the student will be notified immediately of the Board's decision.
- F. Failure to appear on the part of the student may constitute waiver of the appeal and may result in a finalization of the dismissal. Should the student's chairperson or the faculty member of personal choice fail to appear, the remaining voting members will have the determining votes. A majority vote of the members will determine the decision on any specific case.
- G. If the student's appeal is denied, he/she may initiate an appeal to the President if he/she has new information to present.

WITHDRAWAL FROM THE COLLEGE

Students wishing to withdraw from the College must initiate the process in the Testing and Counseling Center. After proper completion of all withdrawal papers the student is cleared for formal withdrawal.

The student's academic record is marked with the words 'Withdrew (date) No Credit.' No grades whatever are recorded. If a student withdraws at the end of the semester and wished to receive credit and grades for the semester, the withdrawal form must be dated the day following the last day of classes/final exams.

Withdrawal without proper notification and approval may prejudice the student's record and his/her chance for readmission. The college reserves the right to record "F" grades for courses not completed during the semester in which the student has improperly withdrawn.

ABSENCE POLICY

Regular and punctual class attendance is expected of all students.

Student evaluation expressed as grades will be determined on the basis of academic performance. Professors will outline their criteria for academic evaluation prior to the end of the first week of class.

Bona fide absences because of illness, serious mitigating circumstances, or absences because of official College representation approved by the Office of the Vice-President for Student Affairs shall be accepted by all faculty.

Requests for absence from the College must be initiated in the Office of the Vice-President for Student Affairs, 209 MH and official notification for excused absences will be issued to the faculty by this office.

The student is responsible directly to his/her instructors for class and laboratory attendance; absences must be made up to the satisfaction of the instructor.

ACADEMIC INTEGRITY

Faculty members are expected to take reasonable precautions to reduce to a minimum opportunities for dishonesty in academic work. Faculty should instruct the students as to the meaning of plagiarism so as to aid in solving the plagiarism problem. Where possible, the faculty member is expected to assess offenses of academic dishonesty in the interests of acceptable high standards. This is a matter primarily between the student and instructor. Requests for special assistance may be made to the Office of Academic Affairs.



APPENDIX

CAMPUS BUILDINGS

Allen Hall.

Building Director — Dr. Bencetic

Any student or organization wishing to use Allen Hall or the Little Theatre in Allen Hall after 5:00 p.m. or on Saturday or Sunday must file for permission with the Building Director well in advance of proposed date.

Due to the construction of the building, there will be no smoking except in the rest rooms and offices. Failure to obey these directives could lead to disciplinary action.

Home Economics Center.

Building Director — Dr. L. Halchin

All persons who intend to use the Arts Building at any time, except for regularly scheduled classes, shall request permission from the building director in Ab 212. Student groups using the building must be attended by a faculty member unless other arrangements are made by administrative personnel.

Please observe "no smoking" in classrooms.

Belknap Hall.

Building Director — Dr. Pincus

All persons who intend to use the building at any time should request permission from the office of the building director. The building will be open from 7 a.m. to 10 p.m.

All student activities should cease at 11:00 p.m.

Students using the rooms will observe the "no smoking" rules.

Butler Center.

Building Director — Dr. Baynes

1. The building will be open daily from 7:00 a.m. to 11:00 p.m. for scheduled activities and for practicing.
2. To reserve the use of Steadman Theatre, classrooms, or rehearsal rooms, contact the Music Department Office.
3. No smoking except in corridors and foyers.
4. The building will be open for music students, for use of assigned rooms only during the following hours: after 5:00 p.m. from Monday through Friday; from noon on Saturday and Sunday.

Decker Gym.

Building Director — Dr. DeGenaro

1. Only students taking part in scheduled classes, practice for sports, or regularly-scheduled recreational activities shall be allowed to use the gymnasium except by permission from the director of the building.

2. No one shall be allowed on the gymnasium floor unless he is equipped with regulation gymnasium shoes.

Doane Health Center.

Building Director — Mrs. Jones

This building houses the college health services and infirmary.

There are nurses on duty 24 hours a day; so facilities are always available as needed.

Grant Science.

Building Directors — Dr. Weed,
Dr. Hartman, Mr. Mason

Students shall not use the building after 5:00 p.m. or on Saturday or Sunday unless attended by a member of the faculty.

For special meetings or club activities, permission to use the building may be secured from the Building Director.

Manser.

Building Director — Dr. Scott

The lobby on 1st floor of Manser Hall, the new dining facility, is available for student and/or faculty groups after 7:00 a.m. daily. Reservations must be made in advance through the Office of the Vice-President for Student Affairs.

Memorial Hall.

Building Director — Dr. Scott

College Union.

Recreation Center.

Building Director — Mr. Kelchner

This building is open 24 hours a day, because the Security Office is located in this building.

Recreation facilities in this building are open for use from 8:00 a.m. to 11:00 p.m. Special groups wishing to use the facilities must reserve them through the office of the building director.

The computer terminal and key punch are also located here.

Residence Halls.

Building Directors — Head Residents of each hall
and Assistant Deans in Residence

Directors of residence halls are listed earlier in this book. Inquiries about the use of these facilities must be cleared with the building director.

Retan Center.

Building Director — Dr. R. Wilson

1. All persons who wish to schedule the use of Retan Center facilities must request permission in advance from the Building Director. The name of the person in charge must be given at this time.
2. Student groups using the building should be attended by a faculty member or adviser. If this is not feasible, it is necessary to at least have the faculty adviser's endorsement of responsibility for the activity.

3. Granting of permission to use the building carries with it the responsibility for the using group to observe closely the smoking and general clean-up rules.

South Hall.

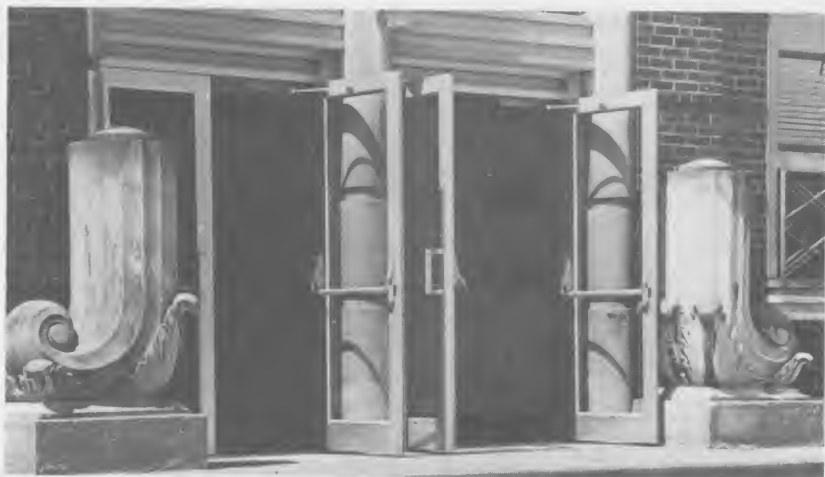
Building Director — Mr. Maresco

1. This building is used for faculty offices and classrooms. Monday through Friday the building is open from 7:00 a.m. to 9:00 p.m.
2. Students will enter and leave the building through the North entrance and main door on the East side of the building. Exit on the Southeast corner may be used for egress only.
3. The building is not open on Saturday and Sunday unless prior arrangements are made through faculty and the building director.
4. Use of the ground floor (lower level) is confined to radio station personnel, faculty and administrators only.

Straughn Auditorium

Building Director — Mr. Francis

1. The building will be opened by the janitor at 7:00 a.m. and closed at 6:00 p.m. Monday through Friday except when hours have been arranged for through the building director. The building will close for the weekend at noon on Saturday except as above.
2. All meetings, rehearsals, and other activities requiring the facilities of the auditorium or the stage must be scheduled in advance with the building director.
3. Arrangements for janitor services, including changes in the set-up of the stage must be made through the building director at least 48 hours in advance of the time needed.



MANSFIELD BUSINESS HOURS

U. S. POST OFFICE

Window Service

Monday, Tuesday, Wednesday, Thursday and Friday 8:30 a.m. to 5 p.m.
Saturday 8:30 a.m. to 12:00 noon

Lobby

Monday through Saturday 6:00 a.m. to 6:00 p.m.
Sunday and Holidays 8:30 a.m. to 5:00 p.m.

COMMONWEALTH BANK AND TRUST COMPANY

Monday, Tuesday and Thursday 8:30 a.m.-4:30 p.m.
Friday 8:30 a.m.-8:00 p.m.
Wednesday and Saturday 8:30 a.m.-12:00 noon

FIRST CITIZENS NATIONAL BANK

Monday, Tuesday, Thursday Walk-up 8:30 a.m.-9:00 a.m., 3:00-4:30 p.m.
Lobby 9:00 a.m.-3:00 p.m.
Drive up 8:30 a.m.-4:30 p.m.
Friday Walk-up 8:30 a.m.-9:00 a.m., 3:00-6:00 p.m.
Lobby 9:00 a.m.-3:00 p.m., 6:00 p.m.-8:00 p.m.
Drive-up 8:30 a.m.-8:00 p.m.
Wednesday and Saturday Walk-up 8:30 a.m.-9:00 a.m.
Lobby 9:00 a.m.-12:00 Noon
Drive-up 8:30 a.m.-12:00 Noon

RESTAURANTS

Hours of service in local restaurants vary with season; most are open for service of breakfast, lunch and dinner. Closing hours are posted on the premises.

STORES AND BUSINESS ESTABLISHMENTS

Most Mansfield businesses close on Wednesday afternoons; in general, the local hours of business are:

Monday, Tuesday, Thursday and Saturday 9:00 a.m. to 5:30 p.m.
Friday 9:00 a.m. to 9:00 p.m.
Wednesday 9:00 a.m. to 12:00 noon

TRANSPORTATION

The Mansfield Bus Terminal is located at 20 South Main Street next to the Dutch Pantry Restaurant. The Greyhound, Continental, Lakes-to-Sea and Seaway Lines serve Mansfield and carry passengers to all major cities. By auto, Elmira, New York is 30 miles from Mansfield, Williamsport — 49 miles, Philadelphia — 225 miles, Erie — 226 miles and Pittsburgh — 270 miles. Rail service is available from both Corning and Elmira, New York.

Major airlines schedule flights to both Chemung County Airport on Route 17 between Elmira and Corning, New York and to Lycoming County Airport in Montoursville adjacent to Williamsport, Pennsylvania.

LODGING

Bikini Motel	Mansfield, Pa.
Boyce Motel	Wellsboro, Pa.
Canyon Motel	Wellsboro, Pa.
Fritz's Motel	Mansfield, Pa.
Mansfield Motel	Mansfield, Pa.
Penn-Wells Hotel	Wellsboro, Pa.
Peter Pan Motel	Mansfield, Pa.
Valley View Motel	Mansfield, Pa.
West's Motel	Mansfield, Pa.

MANSFIELD AREA CHURCHES

FIRST BAPTIST CHURCH Corner of N. Main Street and Sherwood Ave.
Rev. Benjamin Nevin 662-2248 (office) 662-3172 (home)
Service — 11:00 a.m.
Church School — 9:45 a.m.

CHURCH OF THE HOLY CHILD (Roman Catholic) S. Main Street
Rev. Frank Corcoran 662-3568
Mass Sunday — 9:30 a.m. and 11:00 a.m.
Weekdays — 8:30 a.m.

ST. JAMES EPISCOPAL CHURCH Wellsboro and St. James Streets
The Rev. George Booth 662-2003
Holy Communion First and Third Sundays — 11:00 a.m.
Morning Prayer Second and Fourth Sundays — 11:00 a.m.
Church School all Sundays — 11:00 a.m.

UNITED METHODIST CHURCH Wellsboro and Academy Street
The Rev. Richard Brenneman 662-3610
Services — 9:00 a.m. and 11:00 a.m.
Sunday School — 10:00 a.m.

FIRST PRESBYTERIAN CHURCH Wellsboro Street
Rev. William Emery 662-3092
Choir — 10:00
Church School — 10:00 a.m.
Commonworship — 11:00 a.m.

SEVENTH DAY ADVENTIST CHURCH N. Main and Elmira Streets
Pastor Wayne Owens 724-5387
Sabbath School — 1:30 p.m.
Worship Service — 3:00 p.m.

CHURCH OF CHRIST DISCIPLES Canoe Camp, Pennsylvania
The Rev. Kermit F. Clickner 662-3751
Worship Service — 9:30 a.m.

HIGHWAY TABERNACLE ASSEMBLY OF GOD Route 6, Highway
Rev. Kenneth Meyer 662-3657
Service — 11:00 a.m.
Sunday night service — 7:30 p.m.

TRINITY LUTHERAN CHURCH West Ave., Wellsboro, Pennsylvania
Rev. Richard Ruff 724-2316 (office) 724-4819 (home)
Sunday School and Bible Class — 9:00 a.m.
Morning Service — 10:15 a.m.

MAINSBURG UNITED METHODIST, ELK RUN UNITED METHODIST,
STATE ROAD BAPTIST
Mr. Alan Shumway 549-2483
Elk Run U.M. Church School — 10:00 a.m.
Worship — 11:00 a.m.
Mainesburg U.M. — State Rd. Baptist
Worship — 9:30 a.m.
Church School — 10:30
Youth Fellowship Combined — 7:30 p.m.

WHITNEYVILLE LARGER PARISH
Rev. John Dromazos 724-2802

CONGREGATION B'NAI ISRAEL 900 W. Water, Elmira, New York
Rabbi David Zielonka
Service Friday Evening — 8:00 p.m.
Saturday Morning — 8:00 a.m.

RULES GOVERNING TRAFFIC AND PARKING AT MANSFIELD STATE COLLEGE

ARTICLE I.-AUTHORITY

Crimes Codes of 1972 (Act 334)

Section 7505.

Violation of Government Rules Regarding Traffic

Each Commonwealth Agency shall promulgate rules and regulations governing all vehicular traffic at those Commonwealth facilities situated upon property of the Commonwealth which are within the exclusive jurisdiction of such agency including, but not limited to, regulations governing the parking of vehicles upon such property. Whoever violates any of the rules and regulations promulgated pursuant to this section governing the **PARKING OF VEHICLES** shall, upon conviction in a summary proceeding, be sentenced to pay a fine not exceeding \$5.00. Whoever violates any of the rules and regulations promulgated pursuant to this section governing the **MOVEMENT OF TRAFFIC OR THE OPERATION OF VEHICLES** shall upon conviction, in a summary proceeding, be sentenced to pay a fine not exceeding \$15.00.

Section 2

Title 18 of the Consolidated Pennsylvania Statute (relating to crimes and offenses), as added by this act, does not apply to offenses committed prior to the effective date of this act and prosecutions for such offenses shall be governed by the prior law, which is continued in effect for that purpose, as if this act were not in force. For the purpose of this section, an offense was committed prior to the effective date of this act if any of the elements of the offense occurred prior thereto.

Section 3

If any provisions of this act or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provisions or applications, and to this end, the provisions of this act are declared to be severable.

Section 4

Sections 72 and 94 of the Statutory Constitution Act shall not be applicable to any provision of Title 18 of the Consolidated Pennsylvania Statutes (relating to crimes and offenses) as added by this act, except Article G (relating to miscellaneous offense) of Part II (relating to definition of specific offenses).

ARTICLE II-DEFINITIONS

Section 200. Mansfield State College

Shall mean all lands and buildings owned by the Commonwealth of Pennsylvania and operated by Mansfield State College.

Section 201. Vehicle

Any device in, upon or by which any person or property is or may be transported or drawn upon a public highway, excepting tractors, agricultural machinery, devices moved by human power or used exclusively upon stationary rails or tracks: Provided, that solely for the purpose of Article X of the Pennsylvania Vehicle Code, a bicycle or a ridden animal or a tractor or any other device moving upon wheels on a public highway, except a device moving upon wheels upon stationary rails or tracks on a public highway, shall be deemed a vehicle, i.e., cars, trucks, motorcycles, and motor scooters.

ARTICLE III. REGISTRATION OF VEHICLES

Section 300. Driver Responsibility

- (a) Every employee, student, and contracted employee of or at Mansfield State College, who possesses, maintains, or operates a vehicle on the campus of Mansfield State College

shall register said vehicle with the Security Department at Mansfield State College. Motor vehicles must be registered even when their use is intermittent. Each parking decal or permit shall bear a parking area designation.

- (b) Eligibility for Parking Permits: Permits to park motor vehicles on campus shall be issued in the following priority:
 - 1. Permits with the prefix number, "11" are issued only to management and faculty personnel.
 - 2. Permits with the prefix number "33" are issued only to the non-instructional staff.
 - 3. Permits with the prefix number "66" are issued only to non-resident junior and senior students. Parking is permitted in designated areas only from 7:00 A.M. to 5:00 P.M.
 - 4. Permits with the prefix number "99" are issued only to junior and senior resident students. Resident students are defined as those living in college-owned or leased property.
 - 5. Permits with the prefix number "01" are issued to freshman and sophomore students. Parking is restricted to No. 2 Lot at all time. (East Lot)
 - 6. Graduate students or graduate assistants are considered students and not faculty. Permit "66" or "99", however, will be issued with due regard for geographic convenience.
- (c) Vehicles bearing any designation for Mansfield State College shall be parked in the area designated on the permit or decal.
- (d) Hours of enforcement. The enforcement of decal-parking permit regulations shall be continuous.

Section 301. Decals and Parking Permits

- (a) All Vehicles parked on Mansfield State College property shall display a current parking decal or permit. Said decal shall be placed on the left rear bumper of each registered vehicle, unless the vehicle is a motorcycle, or if a temporary card type permit is issued. Motorcycles will display decals on left side of vehicle. Temporary permits shall be placed on the visor and shall be placed so as to be readily visible from the exterior. Decals shall be secured from the Director of Security within the following time limit:

A. Students

- 1. SPRING AND FALL SEMESTER AND SUMMER SESSIONS. Students shall register their vehicle within 24 hours after arrival on campus.
- 2. Students qualifying for campus parking privilege will be issued a decal indicating that this privilege has been granted and will be assigned to a specific parking area.
- 3. Any student who acquires the use of a motor vehicle and intends to operate the vehicle on campus, must register the vehicle within twenty-four hours with the Director of Security.
- 4. Upon sale, trade, or other disposition of any vehicle displaying a current parking decal or temporary permit, the owner or custodian of such vehicle shall be responsible for the removal of said parking decal or permit, and the turn in of said parking decal or permit to the Department of Security.

B. Faculty/Staff

- 1. Faculty and Staff must register their vehicle within 24 hours after arrival on campus. This registration is valid until termination of employment or a Collegewide re-registration of vehicles. If a person acquires replacement or additional vehicles and wishes to park the vehicles at Mansfield State College, said vehicles must be registered.
- 2. Upon sale, trade, or other disposition of any vehicle displaying a current parking decal or temporary permit, the owner or custodian of such vehicle shall be responsible for the removal of said parking decal or permit, and the turn in of said parking decal or permit to the Department of Security.

C. Visitor or Guest Parking

Visitors parked in regular visitors parking stalls shall be exempt from registering their vehicle unless the vehicle shall be on campus in excess of 72 hours.

D. Permits

The permit will become void when the decal identification is no longer distinguishable.

E. Operation and Parking Responsibility

The operation of a motor vehicle or parking the vehicle on college property is at the sole risk of the operator. The college assumes no responsibility for any loss, damage or injury to any person or property which occurs on college property.

Section 302. Misuse of Decals

It shall be unlawful for any person to display, cause, permit to be displayed, or to have in possession, a decal knowing the same to be registered and signed for by the owner or custodian of another vehicle.

PENALTY. Any person violating Section 300, 301, or 302 of this article shall, with the right of appeal before the Traffic Court, pay a fine of \$10.00.

Section 303. Mis-statement of Facts to Obtain Decal

It shall be unlawful for any person to falsify facts when applying for a decal or parking permit.

PENALTY. Any person violating Section 303 of this article shall, with the right of appeal before the Traffic Court, pay a fine of \$10.00.

Section 304. Changing of Lot Assignment

It shall be unlawful for any person to change area assignment on parking permits or decals without the approval of the Security Department.

PENALTY. Any person violating Section 304 of this article shall, with the right of appeal before the Traffic Court, pay a fine of \$10.00.

Section 305. Charge for Registration

There is no charge for student parking, but a permit fee of \$1.00 per permit for the year or any part thereof is charged. A free replacement permit will be issued for a replaced registered vehicle upon presentation of the original but current permit. Faculty and Staff unable to produce evidence of destruction of their permanently assigned permit will be assessed \$3.00 for a new permit.

ARTICLE IV. PROHIBITED PARKING

Section 400

No person shall park a vehicle or permit it to stand attended or unattended at Mansfield State College in any of the following places:

1. Within an intersection
2. On a crosswalk
3. On a sidewalk
4. In a loading zone, unless vehicle is being loaded or unloaded.
5. On a roadway within 15 feet of a fire hydrant.
6. In an unauthorized area.
7. In any parking place other than that designated on the vehicles decal.
8. In any area other than a regularly designated parking space which shall be marked by lines, markings, or signs.

PENALTY. Any person violating any provisions of Section 400 of this article shall, with the right of appeal before the Traffic Court, pay a fine of not more than \$5.00 for each offense.

Section 401. Parking Position

It shall be unlawful for any vehicle to be parked across lines denoting parking spaces.

PENALTY. Any person violating Section 401 of this article shall, with right of appeal before the Traffic Court, pay a fine of not more than \$5.00.

Section 402. Visitor or Guest Parking

It shall be unlawful for any person who is an employee or student at Mansfield State College to park in a designated guest or visitor parking space.

PENALTY. Any person violating the provision of Section 402 of this article shall, with the right of appeal before the Traffic Court, pay a fine of not more than \$5.00.

Section 403. Towing Vehicles

Any police officer of Mansfield State College may order an illegally parked vehicle to be removed from the campus and impounded when the position of such vehicle presents a safety hazard to the public or property.

1. A list of towere, storage areas, and garages as pounds for the storage of such vehicles shall be filed with the Mansfield State College Traffic Court by the Mansfield State College Department of Security.
2. The pounds shall be bonded in the amount of \$10,000 to indemnify the owner of such impounded vehicle against the loss thereof, or injury, or damage thereto, while in custody of such poundkeeper.
3. The rate for towing shall not be more than \$20.00 plus not more than \$1.00 per loaded mile for cars; the rate for trucks shall not be more than \$50.00 plus not more than \$2.00 per loaded mile.
4. Within twelve (12) hours from the time of removal of such vehicle, notice of the fact that such vehicle has been impounded shall be sent by the Mansfield State College Security Office to the owner of record of such vehicle, designating the place from which said vehicle was removed, the reason for its removal and impounding, and the location to which it has been impounded.
5. The payment of such charges, unless such payment shall be made "under protest", shall be final and conclusive, and shall constitute a waiver of any right to recover the money so paid.
6. In the event that the towing and impounding charges are paid "under protest", the offender shall be entitled to a hearing before the Traffic Court, in which case defendant shall be proceeded against and shall receive such notice as is provided by these rules in other cases of summary offenses, and shall have the same rights to appeal and waiver of hearing. If the Traffic Court shall find either:
 - a. That these rules were not validly enforced.
 - b. That the vehicle was not parked in a location prohibited by these rules, or
 - c. That at the time, the vehicle was towed away, the owner or person for the time being in charge was present and willing to remove the same. Then Mansfield State College shall pay the towing charges.
7. No vehicle shall be removed under the authority of an impounding ordinance if, at the time of such intended removal, the owner or the person for the time being in charge of such vehicle is present and expresses a willingness and intention to immediately remove said vehicle.

Section 404. Suspension of Parking Privilege

The Mansfield State College Traffic Court may suspend the parking privilege of any individual at Mansfield State College upon showing reasonable cause for such action. Notice shall be sent to the individual when his parking privilege has been suspended.

Section 405. Temporary Closing of Sections of Campus

The Director of security shall have the authority to temporarily close or restrict parking and/or traffic at Mansfield State College.

Section 406. Exclusions

Emergency vehicles are excluded from this article; however, said vehicle shall not be parked or operated in a manner which will constitute a safety hazard.

ARTICLE V. TRAFFIC SIGN INTERPRETATION

Section 500. Signs or Signals

It shall be unlawful for the driver or operator of any vehicle on the grounds of Mansfield State College to disobey the directions of any traffic sign unless so directed by a peace officer.

PENALTY. Any person violating Section 500 of this article shall, with right of appeal before the Traffic Court, pay a fine not exceeding \$15.00.

ARTICLE VI. FINES

Procedure for Paying Fines:

Checks are to be made payable to the Commonwealth of Pennsylvania. Fines are paid in the Security Office between 9:00 A.M. and 4:00 P.M.

Procedure for Unpaid Fines:

Traffic and parking violations not appealed according to Section 700 of Article VII shall be referred to the district magistrate in citation form.

Fines: First Parking Violation

A warning ticket will be issued for the first parking violation. To be a warning, however, the ticket must be presented in person at the Security Office within 48 hours.

RECEIPT OF FOUR OR MORE TICKETS, mandatory appearance before Traffic Court.

ALL TICKETS, including warning tickets must be cleared through the Security Office.

ARTICLE VII. APPEALS

Section 700. Procedure:

Traffic and parking violations may be appealed in writing within 72 hours after the violation to the Director of Security. Appeals not resolved by the Director of Security will be referred to the Mansfield State College Traffic Court. The Traffic Court shall consider each appeal referred within twenty (20) days of issuance of the notice of violation, or at the next scheduled Traffic Court Meeting. When appeals are denied by the Traffic Court, fines shall be payable within one week following the date of the notification sent by the Traffic Court to the appellant. Notice of action taken by the Court shall be sent to each person appealing a violation. If the person whose appeal is denied fails to pay his fine within the prescribed time limit, a citation shall be filed with a district magistrate within five (5) days.

SNOW REMOVAL

Definition and Purpose

It is the intention of this procedure to identify the steps necessary to remove all vehicles from key streets and parking areas on campus so as to permit Buildings and Grounds to clear snow from the areas.

Scope

This procedure concerns all personnel with vehicles on campus.

RESPONSIBILITY.

1. Security will be responsible for all notices to dorms and office buildings as to snow removal and/or plowing.
2. Security to control and remove all cars that are hindering the snow removal process.
3. Maintenance insures that the East Parking Lot is plowed so as to have a place to park cars.

PROCEDURE.

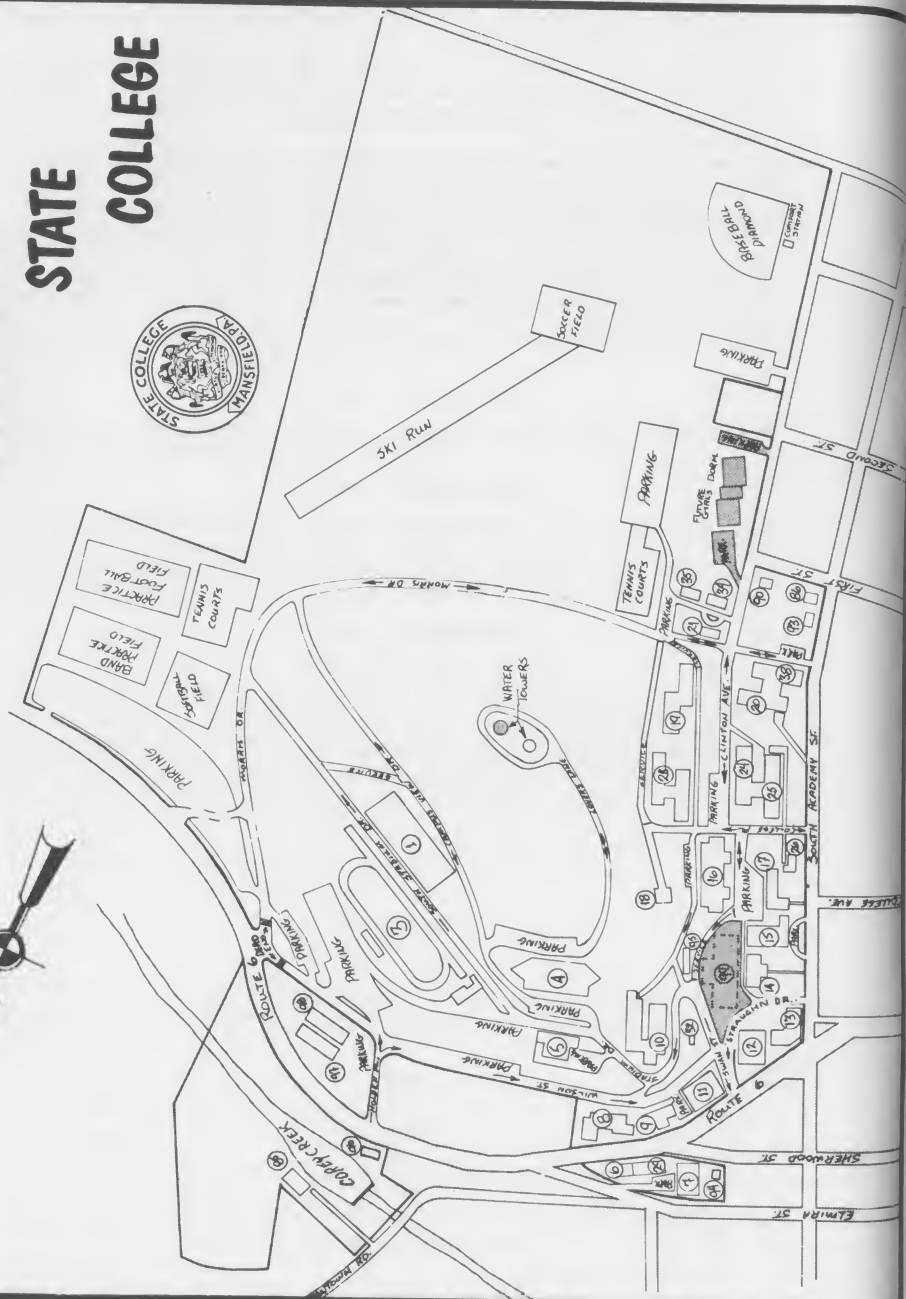
1. Security Office shall make it known to all persons parking cars on campus either by posted notices on bulletin boards, radio, loud speakers in dormitories or a combination of these,

where parking lots or streets shall be vacated for snow removal purposes. After snow has been removed in any given area, Security shall advise all persons by the same means as to the re-opening of street or parking lot parking.



2. Upon proper notice, if vehicles are not removed by the owners, Security shall have the vehicles removed by tow truck at the owners expense. Security officers shall make every effort to contact owners of cars, but in the event the owners cannot be found, towing will be done as a last resort.
3. In the event of a heavy snow warning being predicted for the area, students that have cars parked along either side of Clinton Street from College Place to First Street, in service parking areas surrounding and adjacent to dormitories in the parking lots in back of the Infirmary and in back of the Tennis Courts on the South end of the Campus, will make an immediate attempt to transfer their vehicles to the East Parking Lot of the Campus prior to the snow fall, or, if possible, at the very early stages of the snowfall. The students shall continue using the East Parking Lot area until word is received from Security that the snow emergency has passed.

MANSFIELD

STATE COLLEGE



CAMPUS MAP

1. Decker Gymnasium	19. Hemlock Manor	95. Psychology Laboratory
3. Van Norman Field & Fieldhouse	20. Maple Hall "A"	96. Storage Building
4. Butler Center & Steadman Theatre	21. Doane Health Center	97. Hickory
5. Allen Hall	23. Pinecrest Manor	98. Oak Hill
6. Boiler Plant	24. Laurel Manor "A"	99. North Hall
7. Maintenance Building	25. Laurel Manor "B"	
8. Retan Center	26. President's House	
9. Belknap Hall	29. Carpenter Shop	
10. Grant Science Center	32. Greenhouse	
11. Recreation Center	34. Catherine Beecher Home Management House	
12. Straughn Auditorium	35. Ellen Richards Home Management House	
13. Home Economics Center	38. Maple Hall "B"	
14. Memorial Hall	85. Water Filtration Plant	
15. Alumni Hall & Library	86. Endless Mountains Audio Visual Center	
16. Manser Hall	90. Testing & Counseling Center	 existing campus
17. South Hall	93. Art House	adjoining land
18. The Hut	94. Life Science House	 future developments

Revised 12/19/72

WHERE TO FIND THE ANSWERS

SUBJECT OR PROBLEM	WHERE TO GO FOR ANSWERS
Absences	
Clearance for illness	Doane Health Center
Clearance for other reasons	V.P. for Student Affairs, 209 MH
Activities, Student	Ass't Dean of Students, 215 MH
Adding Courses	Mr. Wanich, 122 Alumni Hall
Admission to College	
Undergraduate	Director of Admissions, G7 Alumni
Graduate	Dean, Faculty of Graduate Studies, 109 Alumni
Advanced Standing	V.P. for Academic Affairs, 106 Alumni
Advisors to Organizations	V.P. for Student Affairs, 209 MH
Affirmative Action	Assistant to Pres., 117 Alumni
Alumni Affairs	North Hall 15
Athletic Events	Director of Athletics, Decker Gym
Attendance Regulations	V.P. for Academic Affairs, 106 Alumni
Audio-Visual Aids	A V Center, Allen Hall
Auditing Courses	Divisional Deans Offices
Automobiles	
Permit	Security Office, Rec. Center
Regulations	V.P. for Student Affairs, 209 MH
Billing	Revenue Office, 138 Alumni
Books and Supplies	Bookstore, Manser Hall
Campus Media (Carontawan & Flashlight)	2nd Floor, Memorial Hall
Campus Visitations	Ass't. Director of Admissions, G7 Alumni
Catalogue Interpretation	Academic Deans, Student Affairs, Staff, Faculty Advisor
Changes of Major	V.P. for Academic Affairs, 106 Alumni
Certification, Teaching	Dean, Professional Studies, 113 RC
College Union Board	215 MH
Commencement	Assistant to Pres., 117 Alumni
Counseling	Counseling Center, Haverly House
Counseling, Career	Placement and Career Counseling, 204 South Hall
Dismissal	
Academic	V.P. for Academic Affairs, 106 Alumni
Disciplinary	V.P. for Student Affairs, 209 MH
Employment after graduation	Director of Placement, 204 SH
Employment, Off-Campus	Placement and Career Counseling, 204 South Hall
Employment, Summer	Placement and Career Counseling, 204 South Hall
Faculty Speakers	V.P. for Student Affairs, 209 MH
Fees, Refunds	Revenue Office, 138 Alumni

Financial Problems Student Financial Aid Office, 107 SH
 Foreign Student Affairs Counseling Center, Haverly House
 Fraternities/IFC Coordinator of Student Activities,
 102 South Hall
 Guidance Testing Haverly House
 Health Problems Doane Health Center
 Intramurals Hugh Schintzius, G12 Decker Gym
 Judicial System Dean of Students, 110 SH
 Loans Financial Aid Office, 107 SH
 Lost and Found Security Office, Rec. Center
 Off-Campus Housing Residence Life, 106 SH
 Organizations and Activities Coordinator of Student Activities,
 102 South Hall
 Orientation Dean of Students, 110 SH
 Panhellenic/Sororities Coordinator of Student Activities,
 102 South Hall
 Parking Director of Security, Traffic Comm., Rec. Center
 Part-Time Work (Work-Study) Financial Aid Office, 107 SH
 Personal Problems Counseling Center, Student Affairs Staff
 Petition V.P. for Academic Affairs, 106 Alumni
 Probation, Disciplinary V.P. for Student Affairs, 209 MH
 Public Relations Recreation Center
 Radio Station WNTE Manager, Ground Level SH
 Readmission Director of Admissions, G7 Alumni
 Registration Procedures Mr. Wanich, 122 Alumni
 Religious Counseling Campus Ministry, 210 SH
 Residence Hall Concerns Residence Life, 106 SH
 Scheduling of Rooms for Events Building Directors
 Scholarships and Loans Financial Aid Office, 107 SH
 Selective Service V.P. for Academic Affairs, 106 Alumni
 Selling on Campus V.P. for Student Affairs, Dean of Students, 110 SH
 Social Events Calendar Coordinator of Student Activities,
 102 South Hall
 Student Government SGA Office, 214 MH — Dean of Students, 110 SH
 Study Skills Advisement Counseling Center, Haverly House
 Teacher Placement Director of Placement, 204 SH
 Testing and Test Interpretations Counseling Center, Haverly House
 Transcripts Registrars, G11 Alumni
 Transfers
 Majors V.P. for Academic Affairs, 106 Alumni
 To other Colleges Counseling Center, Haverly House
 Veterans Affairs Veterans' Office
 Vocational Choice Problems Counseling Center, Haverly House
 Withdrawal from College Counseling Center, Haverly House

